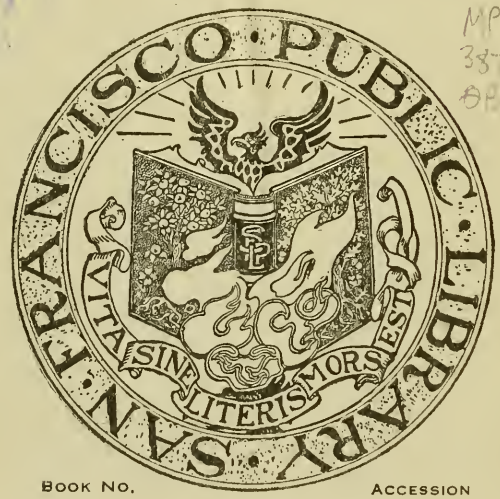
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CIVIL SERVICE COMMISSION
of
SAN FRANCISCO
CALIFORNIA

CLASSIFICATION OF DUTIES OF POSITIONS IN THE MUNICIPAL SERVICE

Issued by the Civil Service Commission

of

San Francisco
October 1, 1947

Francis P. Walsh, President
Harry K. Wolff, Vice President
John M. Kennedy, Commissioner

Attest:
William L. Henderson,
Personnel Director and Secretary

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POSITIONS EXEMPTED BY CHARTER FROM CIVIL SERVICE EXAMINATION

Charter Section	
12	Supervisors--Clerk of the Board of Supervisors, Item (h) Sec. 19.
19	Item (h) Boards and Commissions--"To appoint a secretary, a superintendent, or other executive to be the administrative head of the affairs under its control, who, unless otherwise specifically provided, shall not be subject to the civil service provisions of this charter, and shall hold office at its pleasure."
25	Mayor--One executive secretary, one confidential secretary, and one stenographer.
26	City Attorney--All assistant Attorneys.
28	Assessor--One chief assistant or deputy, and one confidential secretary.
29	District Attorney--All assistants and employees.
31	Treasurer--One chief assistant.
32	Sheriff--An attorney, one under-sheriff, and one confidential secretary.
33	Public Defender--All assistant Attorneys.
35	Police Commission--A chief of police and one police surgeon. In addition the following appointments may be made from certain designated ranks; one secretary, inspectors, one deputy chief of police, one department secretary, one director, bureau of special services, one director, bureau of criminal information, one captain of inspectors, one captain of traffic, one director, bureau of personnel, one supervising captain.
36	Fire Commission--A chief engineer, a secretary, and a department physician.
40	Park Commission--Superintendent, secretary, director of zoo.
42	Recreation--Superintendent
43	Library--City Librarian, secretary.
44	War Memorial--A secretary and a managing director.
50	California Palace of the Legion of Honor--Director, curators, secretary.
51	M. H. de Young Memorial Museum--Director, curators, secretary.
52	Steinhart Aquarium--Director, Curators and other scientific and professional personnel.
55	Municipal Court--The clerk of the court.
56	Superior Court--Secretary-jury commissioner, and all his assistants and employees.
57	Law Library--All assistants and employees.
58	Probation Boards-- The chief adult probation officer and the chief juvenile probation officer.
59	Chief Administrative Officer.
61	Director of Finance and Records.
61	Public Administrator-- Attorneys
61	Purchaser of supplies; director of public works; director of public health
61.1	Public Welfare--One director and secretary.
63	Controller.
106	City Engineer.
116	City Planning Commission--City planning engineer and secretary.

124 Public Utilities Commission--Manager of utilities; secretary and heads of departments and bureaus, Item (h), Sec. 19.

135 Board of Education--All positions except non-teaching and non-technical positions, and positions not required by law to be filled by a person holding a teaching or other certificate. Secretary, Item (h) Sec. 19.

136 Board of Education--Superintendent of Schools.

140 Civil Service Commission--Secretary, (Executive Officer)

142 Various Departments--(1) Positions in which attorneys and physicians are employed in their professional capacity to perform only duties included in their professions, but exclusive of any administrative or executive position for which such professional status constitutes only part of the qualifications therefor; (2) inmate help or student nurses, or part-time services, where the compensation including the value of any allowances in addition thereto is less than eighty dollars ($80.00) per month; (3) persons employed in positions outside the city and county upon construction work being performed by the city and county when such positions are exempted from said classified civil service by an order of the Civil Service Commission; and (4) persons employed in positions in any department for expert professional temporary services, and when such positions are exempted from said classified civil service for a specified period of said temporary service, by order of the Civil Service Commission; and (5) such positions as, by other provisions in this charter, are specifically exempted from, or where the appointment is designated as exclusive of, the civil service provisions of the charter.

159 Retirement - Actuary and Secretary

PERTINENT CHARTER PROVISIONS RE CLASSIFICATION OF POSITIONS AND SALARY ADMINISTRATION

QUALIFICATIONS OF OFFICERS AND EMPLOYEES

Section 7. No person shall be a candidate for any elective office, nor shall be appointed as a member of any board or commission or as an officer of the city and county unless he shall have been a resident of the city and county for a period of at least five years and an elector thereof for at least one year immediately prior to the time of his taking office, unless otherwise specifically provided in this charter. All employees of the city and county shall be citizens and shall have been residents thereof, for at least one year prior to the appointment, unless otherwise specifically provided in this charter, and members of the fire and police departments shall be citizens and shall have been residents of the city and county for at least five years next preceding appointment, and every elected officer, member of any board or commission and employee, including members of the fire and police departments, shall continue to be a resident of the city and county during incumbency of office or employment, and upon ceasing to be such resident, shall be removed from such office or employment; provided that where competent citizens who are residents of the city and county cannot be secured to fill positions outside of the city and county, then non-resident citizens may be appointed to fill such positions; and provided, also, that positions requiring expert or technical training may, on the recommendation of the department head and the mayor, and with the approval of the civil service commission and the board of supervisors, be exempted from the requirements of this section. A "resident" within the intent and purpose of this section, means one who actually lives within the city and county and maintains an abode therein, where such resident with his family, if any, customarily spends the night, provided, however, that residence outside the confines of the city and county for a period not to exceed three months in any calendar year, or absence of a resident from the city and county upon any bona fide journey, whether for business or pleasure and for whatever length of time, or absence of a resident while in the performance of any duties as an elected or appointed official or employee of the State of California or the government of the United States, shall not be within the contemplation of this section; provided, however, that any officer or employee of the city and county may live outside the City and County of San Francisco upon the authorization of the director of health, filed in the office of the civil service commission, and granted on account of the ill health of said officer or employee or the ill health of a member of the immediate family of said officer or employee.

CIVIL SERVICE

Civil Service Commission

Section 140. There is hereby established a civil service commission which is charged with the duty of providing qualified persons for appointment to the service of the city and county. All appointments in the public service shall be made for the good of the public service and solely upon merit and fitness, as established by appropriate tests, without regard to partisan, political, social or other considerations.

The civil service commission shall consist of three members, appointed by the mayor. The commissioners in office at the time of the adoption of this charter, and this charter section as amended, shall continue in office until the expiration of the terms for which they were appointed, and their successor shall be appointed for terms of six years beginning on the 1st day of July immediately following the expiration of the terms for which they were appointed.

The persons so appointed shall, before taking office, make under oath and file in the office of the county clerk the following declaration: "I am opposed to appointments to the public service as a reward for political activity and will execute the office of civil service commissioner in the spirit of this declaration."

A commissioner may be removed only upon charges preferred, in the same manner as in this charter provided for elective officers. Each of the commissioners shall receive a monthly salary of one hundred dollars ($100).

Special meetings of the commission for the purpose of considering and adopting examination questions shall not be open to the public. The regular meetings of the civil service commission shall be open to the public and held at such a time as will give the general public and employes of the city and county adequate time within which to appear before the commission after the regular daily working hours of 8 a.m. to 5 p.m. Such person or persons shall be given an opportunity to be heard by the commission before final action is taken in any case involving such person or persons.

POWERS AND DUTIES

Section 141. The civil service commission shall be the employment and personnel department of the city and county and shall determine appointments on the basis of merit and fitness, as shown by appropriate tests. The commission shall classify, and from time to time may reclassify, in accordance with duties and re-

sponsibilities of the employment and training and experience required, all places of employment in the departments and offices of the city and county not specifically exempted by this charter from the civil service provisions thereof, or which may be created hereafter by general law and not specifically exempted from said civil service provisions. The commission shall likewise classify all other positions or other places of employment in the city and county service specifically exempted from the civil service provisions of this charter, but which, by the provisions of section 151, thereof, are made subject to classification for salary standardization purposes on the basis of duties and responsibilities of the employment, and training and experience required. The civil service commission shall be the judge of such classification.

The commission shall also, in accordance with duties and responsibilities, allocate, and from time to time may reallocate, the positions to the various classes of the classification. The allocation or re-allocation of a position shall not adversely affect the civil service right of an occupant regularly holding such position. No person shall hold a position outside of the classification to which he has been appointed, provided that every employee of any department or office shall discharge any of the duties pertaining to such department or office to which his chief may temporarily assign him.

The class titles and class numbers assigned to positions by the commission shall be used in all records, reports, statements and communications, including the compensation schedule, annual budget and salary ordinance, payrolls, and appropriation ordinances.

The commission shall adopt rules to carry out the civil service provisions of this charter and, except as otherwise provided in this charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment, or completion of work; the filling of positions, temporary, seasonal and permanent; classification; approval of payrolls; and such other matters as are not in conflict with this charter. The commission may, upon one week's notice, make changes in the rules, which changes shall thereupon be published, and be in force; provided that no such change in rules shall affect a case pending before the commission. The secretary may certify eligibles and payrolls and conduct examinations under the rules of the commission.

The commissioners shall have power to institute and prosecute legal proceedings for violations of any of the civil service provisions of this charter.

POSITIONS

Section 142. All positions in all departments and offices of the city and county, including positions created by laws of the State of California, where the compensation is paid by the city and county, shall be included in the classified civil service of the city and county, and shall be filled from lists of eligibles prepared by the civil service commission excepting (1) positions in which attorneys and physicians are employed in their professional capacity to perform only duties included in their professions, but exclusive of any administrative or executive positions for which such professional status constitutes only part of the qualifications therefor; (2) inmate help or student nurses, or part-time services, where the compensation including the value of any allowances in addition thereto is less than eighty dollars ($80) per month; and (3) persons employed in positions outside the city and county upon construction work being performed by the city and county when such positions are exempted from said classified civil service by an order of the civil service commission; and (4) persons employed in positions in any department for expert professional temporary services, and when such positions are exempted from said classified civil service for a specified period of said temporary service, by order of the civil service commission; and (5) such positions as, by other provisions in this charter, are specifically exempted from, or where the appointment is designated as exclusive of, the civil service provisions of this charter.

The civil service rights, acquired by persons under the provisions of the charter superseded by this charter, shall continue under this charter.

Where existing positions that have heretofore been exempt from civil service examinations are now made subject to examination by this charter, the incumbents of such positions who have held such positions for a period of one year continuously next preceding the time that this charter shall go into effect, shall be continued in their positions as if appointed thereto after examination and certification from a list of eligibles and shall be governed thereafter by the provisions of this charter, provided, however, the provisions of this paragraph shall not apply to positions heretofore defined and classified by the civil service commission as "institutional help".

Any person holding a salaried office under the city and county, whether by election or appointment, who shall, during his term of office, hold or retain any

other salaried office under the government of the United States, or of this state, or who shall hold any other salaried office connected with the government of the city and county, or who shall become a member of the legislature, shall be deemed to have thereby vacated the office held by him under the city and county.

CREATION OF POSITIONS

Section 143. Positions in any department or office of the city and county may be created, as provided by this charter, by appropriation ordinance of the board of supervisors. Copy of each such ordinance creating or abolishing positions shall be filed, on the approval thereof, with the civil service commission by the clerk of the board of supervisors. Before the appointing officer shall make recommendation for the creation of any new or additional position in any department or office, he shall request and receive from the commission the proper designation and classification of such position based on the duties and responsibilities thereof, and if such position is included in the classified civil service, the commission may, in writing, express to the appointing officer its opinion as to whether or not such position is needed.

Immediate notice in writing shall be given to the civil service commission by the appointing officer of each department and office of the city and county of the creation or abolition of any position, or of any change in duties if the position is included in the classified civil service, or of any appointment, resignation, suspension, dismissal or other creation of vacancy therein, with the date of any such change. If said appointing officer is also empowered to establish compensation rates or make changes therein, he shall notify the commission of any such rate or change therein. The commission shall maintain a record of all such notifications.

The term "appointing officer" as used in this charter shall also include any board or commission in the exercise of its power to appoint a department head or other officer or employee designated by this charter as appointive by such board or commission.

STANDARDIZATION OF COMPENSATION

Section 151. The board of supervisors shall have power and it shall be its duty to fix by ordinance from time to time, as in this section provided, all salaries, wages and compensations of every kind and nature, except pension or retirement allowances, for the positions, or places of employment, of all officers and employees of all departments, offices, boards and commissions of the city and county in all cases where such compensations are paid by the city and county.

Compensations specified in this charter shall not be subject to the provisions of this section. Compensations of the teaching and other technical forces of the school department and employees of the Steinhart Aquarium and law library departments, construction employees engaged outside of the city and county, part-time employees, and inmate and institutional help receiving less than fifty dollars ($50) per month, shall be fixed by the department head in charge thereof, with the approval of the board or commission, if any, in charge of the department concerned and subject to the budget and appropriation provisions of this charter; provided that part-time employees shall be recorded as such by a department head, only with the approval of the civil service commission and, when so recorded, shall be noted as part-time on payrolls, budget estimates, salary ordinance and similar documents.

In fixing schedules of compensation as in this section provided, the civil service commission shall prepare and submit to the board of supervisors and the board shall adopt a schedule of compensations which shall include all classifications, positions and places of employment the wages or salaries for which are subject to the provisions of this section; provided, that the civil service commission shall from time to time prepare and submit to the board of supervisors and the board shall adopt amendments to the schedule of compensations which are necessary to cover any new classifications added by the civil service commission. Under the schedules of compensation recommended by the civil service commission and adopted by the board of supervisors as herein provided, like compensation shall be paid for like service, based upon the classification as provided in section 141 of the charter, and for those classifications of employment in which the practice is customary, the proposed schedules of compensation shall provide for minima, intermediate, and maxima salaries and for a method of advancing the salaries of employees from the minimum to the intermediate and to the maximum with due regard to seniority of service. The compensations fixed as herein provided shall be in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state; provided, that for specialized services which are peculiar to the municipal service and not duplicated elsewhere in private or other governmental organizations in this state, the commission shall recommend and the board of supervisors shall fix a compensation which shall be in accord with the wages paid in private employment or other governmental organizations in the state fo· the nearest comparable service and working conditions; and provided further that if the civil service commission determines on the basis of facts and data collected as hereinafter provided that the rates generally prevailing for a particular service in private employment or in other governmental organizations are inconsistent with the rates generally prevailing in private employment or other governmental organizations for services

requiring generally comparable training and experience, the commission shall set forth these data in its official records and shall recommend and the board of supervisors shall fix a compensation for such service that shall be consistent with the compensations fixed by the board of supervisors for other services requiring generally comparable training and experience; and provided further that the minimum compensation fixed for full time employments subject to the civil service provisions of this charter shall be not less than $106 per month.

The proposed schedules of compensation or any amendments thereto shall be recommended by the civil service commission solely on the basis of facts and data obtained in a comprehensive investigation and survey concerning wages paid in private employment for like service and working conditions or in other governmental organizations in this state. The commission shall set forth in the official records of its proceedings all of the data thus obtained and on the basis of such data the commission shall set forth in its official records an order making its findings as to what is the generally prevailing rate of pay for each class of employment in the municipal service as herein provided, and shall recommend a rate of pay for each such classification in accordance therewith. The proposed schedules of compensation recommended by the civil service commission shall be transmitted to the board of supervisors, together with a compilation of a summary of the data obtained and considered by the civil service commission and a comparison showing existing schedules. Before being presented to the board of supervisors for consideration, the proposed schedules and a comparison with existing schedules shall be published once a week for two weeks.

The board of supervisors may approve, amend or reject the schedule of compensations proposed by the civil service commission; provided, that before making any amendment thereto the data considered by the board of supervisors as warranting such amendment shall be transmitted to the civil service commission for review and analysis and the commission shall make a report thereon to the board of supervisors, together with a report as to what other changes, and the cost thereof such proposed amendment would require to maintain an equitable relationship with other rates in such schedule.

Where any compensation paid on January 1, 1931, is higher than the standard compensation fixed as provided in this section for such position or employment, said compensation shall be continued to the incumbent of such position as long as he legally holds said position, and department heads, in cooperation with the civil service commission where said commission has jurisdiction, shall continuously offer all possible opportunities to said incumbents to assume duties and responsibilities in higher classifications consistent with the higher rates of compensation hereby continued. The salaries and wages paid to employees whose compensations are subject to the provisions of this section shall be those fixed in the schedule of compensations adopted by the board of supervisors as herein provided and in accord with the provisions of the ordinance of the board of supervisors adopting the said schedule, and the compensations set forth in the budget estimates, and the annual salary ordinance and appropriations therefor shall be in accord therewith.

Not later than January 15, 1944, and every five years thereafter and more often if in the judgment of the civil service commission or the board of supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current prevailing conditions, the civil service commission shall prepare and submit to the board of supervisors a schedule of compensations as in this section provided. A schedule of compensations or amendments thereto as provided herein which is adopted by the board of supervisors on on before April 1 of any year shall become effective at the beginning of the next succeeding fiscal year and a schedule of compensations or amendments thereto adopted by the board of supervisors after April 1 of any year shall not become effective until the beginning of the second succeeding fiscal year. The board of supervisors shall appropriate twelve thousand five hundred dollars ($12,500) to the civil service commission to be known as the salary survey fund and to be used exclusively for defraying the cost of surveys of wages in private employment and in other governmental jurisdictions and making reports and recommendations thereon and publication thereof as herein provided. No expenditures shall be made therefrom except on authorization of board of supervisors. In the event of the expenditure of any of said funds, the board of supervisors in the next succeeding annual budget shall appropriate a sum sufficient to reimburse said salary survey fund.

Where compensations for services commonly paid on an hourly or a per diem basis are established on a weekly, semi-monthly or monthly salary basis for city and county service, such salary shall be based on the prevailing hourly or per diem rate, where this can be established, and the application thereto of the normal or average hours or days of actual working time, in the city and county service, including an allowance for annual vacation. Every person employed in the city and county service shall, after one year's service, be allowed a vacation with pay of two calendar weeks, annually, as long as he continues in his employment.

OFFICERS SUBJECT TO SALARY STANDARDIZATION

Section 151.1 Notwithstanding any other provisions or limitations of this charter, the compensations of all elective and appointive officers of the city and county, except members of the board of supervisors and of other boards and commissions,

the superintendent of schools and members of the several ranks of the police and fire departments, shall be fixed in accordance with the salary standardization provisions of this charter.

BASIS OF STANDARDIZATION OF COMPENSATIONS
OF CERTAIN EMPLOYEES

Section 151.3. Notwithstanding any of the provisions of section 151 or any other provisions of this charter, whenever any groups or crafts establish a rate of pay for such groups or crafts through collective bargaining agreements with employees employing such groups or crafts, and such rate is recognized and paid throughout the industry and the establishments employing such groups or crafts in San Francisco, and the Civil Service Commission shall certify that such rate is generally prevailing for such groups or crafts in private employment in San Francisco pursuant to collective bargaining agreements, the board of supervisors shall have the power and it shall be its duty to fix such rate of pay as the compensations for such groups and crafts engaged in the city and county service. The rate of pay so fixed by the board of supervisors shall be determined on the basis of rates of pay certified by the Civil Service Commission on or prior to April 1st of each year and shall be effective July 1st following; provided, that the Civil Service Commission shall review all such agreements as of July 1st of each year and certify to the board of supervisors on or before the second Monday of July any modifications in rates of pay established thereunder for such crafts or groups as herein provided. The board of supervisors shall thereupon revise the rates of pay for such crafts or groups accordingly and the said revised rates of pay so fixed shall be effective from July 1st of the fiscal year in which the said revisions are determined.

Should the budget estimates for the several departments be filed with the controller or transmitted to the mayor before any such report of said Civil Service Commission is received by the board of supervisors, the head of each department affected by such report may amend its budget estimate to comply with the provisions of such report.

Notwithstanding the provisions of section 151 or any other provisions of this charter, the wages of platform employees and bus operators of the municipal railway shall be determined and fixed, annually, as follows:

(A) On or before the second Monday of July of each year the Civil Service Commission shall certify to the board of supervisors the two highest wage schedules in effect on July 1st of that year for platform employees and bus operators of other street railway systems in the State of California;

(B) The board of supervisors shall thereupon fix wage schedules for platform employees and bus operators of the municipal railway which shall be the average of the two highest wage schedules so certified by the Civil Service Commission; provided, if the average of the two highest wage schedules shall be less than the rates of pay fixed for such service in the salary standardization ordinance adopted by the board of supervisors on March 18, 1946, the board of supervisors shall fix wage schedules for such service which shall be the same as the rates fixed for such service in the said ordinance;

(C) When, in addition to their usual duties, such employees are assigned duties of instructors of platform employees or bus operators they shall receive twenty (20¢) cents per hour above the rates of pay fixed for platform employees and bus operators as herein provided;

(D) The rates of pay so fixed for platform employees and bus operators as herein provided shall be effective from July 1st of the fiscal year in which such rates of pay are certified by the Civil Service Commission;

(E) Platform employees and bus operators shall be paid one and one-half times the rate of pay fixed as herein provided for all work performed on six days specified as holidays by ordinance of the board of supervisors for such employees.

Within thirty days after the ratification of this amendment, the board of supervisors shall fix wage schedules for the fiscal year 1946-1947 for the crafts and groups subject to the provisions of this section and which wage schedules shall be effective commencing July 1, 1946.

Not later than the 25th day of July in each year the board of supervisors shall have power and it shall be its duty, subject to the fiscal provisions of the charter but, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance to include the provision necessary for paying the rates of compensation fixed by the board of supervisors as in this section provided for the then current fiscal year.

Notwithstanding any other provision of this charter, not later than thirty days after the effective date of this amendment, the board of supervisors shall have power and it shall be its duty, without reference or amendment to the annual budget, to amend the annual appropriation ordinance and the annual salary ordinance for the fiscal year 1946-1947 to include the provisions necessary for pay from July 1, 1946, the rates of compensation fixed by the board of supervisors as in this section provided for the fiscal year 1946-1947 out of such funds as the controller certifies are available.

CHRONOLOGICAL SYNOPSIS OF PROCEEDINGS IN CONNECTION WITH CLASSIFICATION OF DUTIES AND SALARY ADMINISTRATION IN THE SAN FRANCISCO MUNICIPAL SERVICE

CLASSIFICATION OF DUTIES

March 4, 1929. A tentative classification of duties and a tentative allocation of positions, based upon two years of investigation and study of the duties of the positions in the municipal service, were submitted by the Civil Service Commission to the board of supervisors.

April 29, 1929. The proposed classification was approved by the board of supervisors, the said board having joint jurisdiction under the charter.

Nov. 17, 1930. The proposed classification of positions was formally adopted by the Civil Service Commission but was not put into effect or made fully operative until the present charter became effective.

Nov. 16, 1931, Dec. 11, 1931. In preparation for the installation of the present charter, effective January 8, 1932, the board of supervisors adopted two resolutions, retitling all existing positions established in the municipal service subject to classification by the Civil Service Commission, to conform to the new classification titles assigned to the positions by the Civil Service Commission. The present charter provides that Civil Service classification titles of positions shall be used on payrolls, timerolls, salary ordinances, and all official documents.

January 8, 1932. The present charter, effective on this date, placed classification of duties and allocation of positions under the sole jurisdiction of the Civil Service Commission.

Nov. 8, 1933. The Civil Service Commission adopted a resolution determining and fixing the status of employees appointed from classes of the former classification in terms of the new classification.

From time to time in order to keep its classification up to date, the Civil Service Commission has amended the classification as adopted on November 17, 1930, by adding new classes, retitling classes, abolishing or consolidating classes, and by revising duties statements.

Aug. 1, 1943. The Civil Service Commission made a study of existing classifications for the purpose of rewriting the duties statements in more appropriate terminology, to abolish obsolete classes and to consolidate classes wherever possible.

Nov. 24, 1943. The Civil Service Commission adopted a resolution adopting revised classification specifications for all classes of employment subject to civil service, except Divisions B, Clerical Service; F, Engineering Service; and L, Medical Service.

Dec. 1, 1943. The Civil Service Commission adopted a resolution adopting revised classification specifications for classes of employment included in Division B, Clerical Service; F, Engineering Service; and L, Medical Service.

As a result of the action of the Civil Service Commission at its meetings of November 24th and December 1, 1943, the number of classes in the classified service was reduced from 859 to 692.

July 1, 1944. The Civil Service Commission began a classification audit of the various positions in the city and county service. Departmental surveys were commenced in the San Francisco Water Department, and the Hetch Hetchy Water Supply, Power and Utilities Engineering Bureau. The survey of the San Francisco Water Department was completed on January 31, 1945 and the Hetch Hetchy survey was completed February 7, 1945. The reallocations resulting from these surveys were adopted by the Civil Service Commission on April 18, 1945. A classification survey was also made of non-certificated employees in the Department of Education. Reallocations recommended as a result of this survey were taken under submission pending a complete classification audit of all positions in the city and county service.

February 15, 1946. The Civil Service Commission requested $22,500 in its budget for the fiscal year 1946-47 to provide funds for a complete classification audit to be conducted by an outside agency. This item was deleted from the budget by the Mayor.

February 15, 1947. The Civil Service Commission requested $25,000 in its budget for the fiscal year 1947-48 to provide funds for a complete classification audit to be conducted by an outside agency. This item was deleted from the budget by the Mayor.

February 19, 1947. The Civil Service Commission adopted a report revising City Planning classifications by separating professional and technical functions and establishing a promotive tree, class definitions and minimum requirements in accordance with

commonly accepted national standards of nomenclature and levels of authority and responsibility within the field of City Planning.

February 26, 1947. The Civil Service Commission adopted a report separating school janitorial classes from the general custodial group and providing for separate examinations for janitorial positions in the schools.

April 9, 1947. The Civil Service Commission adopted a report revising the engineering service by separating professional and technical functions, rewriting class definitions, establishing a promotive tree, and establishing basic minimum requirements.

April 29, 1947. The Civil Service Commission adopted a report separating architectural classifications from engineering classifications and separating the architectural functions into professional and technical categories. Additional classes were established in the architectural field.

April 29, 1947. The Civil Service Commission revised Division F Engineering Service to read Division F Engineering, Architectural and City Planning Services.

September 10, 1947. The Civil Service Commission adopted a report made in collaboration with the department involved redistributing duties in the Water Purification Division in the Water Department by separating engineering and chemical functions and reallocating positions in accordance with such redistribution.

Nov. 4, 1924. A charter amendment was adopted by the voters, providing for standardization of compensations of approximately 6,000 employments in the San Francisco service, to the end that like pay shall be paid for like work.

Jan. 17, 1925. The charter amendment providing for salary standardization was ratified by the legislature.

April 9, 1930. Proposed salary standardization schedules were submitted to the board of supervisors by the civil service commission. Several hearings were held by the board of supervisors but no definite action was taken.

Sept. 12, 1931. On the recommendation of the mayor's committee on charter installation the board of supervisors returned the April 9, 1930, report to the Civil Service Commission for revision.

Jan. 8, 1932. The present charter, effective on this date, reenacts salary standardization provisions of the former charter with important modifications and provides that (1) salaries paid to occupants of positions as of January 1, 1931, shall not be reduced so long as the occupant continues legally to hold such position and that (2) pending the adoption of salary standardization as provided in the charter, salaries may not be increased above the rate recommended for the position in the April 9, 1930, salary standardization report, except as such report is amended as provided by charter or extended by the Civil Service Commission to include classifications not included therein.

Feb. 8, 1937. The city attorney advised the civil service commission that in his opinion section 151 of the charter permits the civil service commission to submit to the board of supervisors from time to time salary standardization recommendations covering groups of related classifications and that the charter does not require that a complete schedule of compensations covering all positions shall be adopted by the board of supervisors at one time.

May 20, 1937. The Civil Service Commission reported to the board of supervisors that it had amended the April 9, 1930, report by changing the rate recommended therein for a group of building trades crafts which were then receiving in private employment wages in excess of those fixed in the April 9, 1930, report.

May 24, 1937. The board of supervisors by resolution approved the amendment of the April 9, 1930 report by the civil service commission and the rates so amended were thereupon included in the budget estimates for the forthcoming fiscal year by several appointing officers.

August 2, 1937. The city attorney advised the civil service commission that the joint action of the civil service commission and the board of supervisors in amending the April 9, 1930, schedule as referred to above is legal under the charter, and that the rates of pay included in the budget estimates and the annual salary ordinance on the recommendation of the several appointing officers for the forthcoming fiscal year, pursuant to the action of the civil service commission and the board of supervisors in amending the April 9, 1930, report, are legally established.

February 16, 1938. The civil service commission submitted to the board of supervisors proposed salary standardization schedules for all positions in the municipal service subject thereto. These proposed schedules were taken under consideration by the board of supervisors.

June 17, 1938. The city attorney advised the civil service commission that until the board of supervisors adopts salary standardization schedules, the rates proposed by the civil service commission for new classifications added since the April 9, 1930 report was made are effective as maximum rates beyond which salaries for such positions may not be increased. He advised at the same time that salaries may not be increased above the rates fixed in the April 9, 1930, report for classifications that are included therein.

January 6, 1939. The civil service commission submitted to the board of supervisors certain recommendations amending and extending the salary standardization schedules submitted under date of February 16, 1938.

January 13, 1939. The city attorney orally advised the board of supervisors concerning the legality of adoption of salary standardization schedules for part of the service, repeating his former written advice that such action is legal, but stated that such partial standardization will not be legal if there is pending before the board of supervisors a recommendation by the civil service commission for a complete and full standardization of all compensations subject thereto.

February 14, 1939. The board of supervisors adopted an ordinance enacting into law the compensation schedules proposed by the civil service commission on February 16, 1938 and as amended on January 6, 1939.

April 4, 1939. The board of supervisors adopted a resolution calling for a special election, at which time the salary standardization ordinance previously

adopted by the board of supervisors would be submitted for the approval or disapproval of the electorate. This action was taken after a petition for a referendum on the ordinance had been filed with the board of supervisors, containing the signatures of the required number of voters.

May 19, 1939. The ordinance adopted by the board of supervisors enacting the salary standardization schedules into law was rejected by vote of the electorate.

Nov. 7, 1939. A charter amendment fixing 50¢ per hour or $106 per month as the minimum wage scale for municipal employees in positions subject to civil service was approved by the voters.

Feb. 2, 1940. The charter amendment referred to immediately above was ratified by the legislature.

Feb. 5, 1940. The salary standardization schedules previously adopted by the board of supervisors and subsequently rejected by the electorate were formally rejected by the board of supervisors and returned to the civil service commission, thus opening the way for partial standardization in accordance with opinions of the city attorney as set forth on January 13, 1939. The board of supervisors at the same time, by resolution, requested the civil service commission to submit proposed compensation schedules for per diem crafts and related classifications.

Feb. 7, 1940. A proposed schedule of compensations covering per diem crafts and related classifications was submitted by the civil service commission to the board of supervisors.

Feb. 28, 1940. The city attorney advised the chief administrative officer that the amendment adopted on November 7, 1939, establishing a minimum of 50¢ an hour and $106 a month for civil service employees, is effective only until salary standardization schedules are adopted by the board of supervisors as provided by the charter, and that such amendment does not prevent the civil service commission from recommending and the board of supervisors from adopting a lower wage when salary standardization schedules are adopted.

March 1, 1940. In connection with his previous advice that it is legal to adopt salary schedules for related classifications, the city attorney advised the board of supervisors that it is in the power and discretion of the board of supervisors to determine what constitutes related classifications and that if the civil service commission has recommended a rate for a classification which, in the judgment of the board of supervisors, is not related to a per diem craft, it is within the power of the board of supervisors to decline to establish a rate for such classification.

March 25, 1940. The board of supervisors adopted an ordinance enacting into law the schedules proposed by the civil service commission on February 7, 1940, for per diem crafts, after deleting all rates proposed for crafts and employments not on a per diem basis.

March 25, 1940. The board of supervisors adopted a resolution rejecting all recommendations contained in the report of the civil service commission which was submitted to the board of supervisors on February 7, 1940, except those covering per diem crafts. The board of supervisors acted on the grounds that in its judgment the classifications for which rates of pay were rejected by the board were not directly related to the per diem crafts for which salary schedules were adopted on the same date.

June 7, 1942. The board of supervisors adopted an ordinance fixing a schedule of compensations to be paid employees of the City and County of San Francisco effective July 1, 1942, for classifications subject to salary standardization. The schedule included all the 1930 recommendations and amendments thereto covering classifications added since the 1930 report. This ordinance provided that an employee would receive not less than two-thirds of the increment above his present salary to which he was entitled on the basis of seniority of service. This legislation established for the first time a uniform pay policy for all employees of the city and county subject to salary standardization.

Jan. 11, 1943. A charter amendment was ratified by the legislature amending section 151 of the charter relating to salary standardization. This amendment provides that salary studies as a basis of fixing like salary for like service and working conditions shall be conducted every five years and more often if in the judgment of the civil service commission or the board of supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current conditions. A revolving fund of $12,500, known as the salary survey fund, was also established by this amendment for use by the civil service commission in conducting its studies.

March 29, 1943. The civil service commission contracted with the public administration service to conduct the first survey under provisions of section 151 of the charter. The civil service commission studied the report of the public administration service and (after hearing employee protests), made certain revised recommendations. The report was then forwarded to the board of supervisors. After further

hearing the board of supervisors edopted a compromise report amending approximately fifty rates of pay and adopting the minimum of the public administration service salary recommendations and the maximum of the civil service commission recommendations for all positions for which maximum rates of pay were $200 and under, and adopted the public administretion service recommendations for all classifications over $200. The board of supervisors also provided that employees, hereefter employed in classifications for which a minimum rate of $150 or less is fixed, should, during the present emergency and for six months thereafter enter the service at the second year salary fixed for the classification. The ordinance adopted by the boerd of supervisors also included an overtime provision allowing pay for overtime worked on the basis of time and one-half the normal compensation for all monthly employees other than those occupying executive and administrative positions. It also based salary schedules on a five and one-half day basis and allowed a nine per cent increase for all employees working on a six-day week basis. As strong opposition developed as a result of this study, the board of supervisors requested the civil service commission to make a new study to correct alleged inequalities in time for the fiscal year 1944-45.

Aug. 1, 1943. The civil service commission began a salary and wage survey which was conducted by the staff of the civil service commission.

March 30, 1944. The board of supervisors adopted a selary standardization ordinance effective July 1, 1944, besed upon the recommendations of the civil service commission. As a result of this legislation, uniform working conditions were established for the first time for all employees subject to salary stendardization. Other features established as a result of the salary and wage study and the resultant legislation were:

1. Annual salary increments are based on anniversary date of appointment.
2. A minimum of six holidays a year granted all monthly employees.
3. Eight hours per day, five days per week, established as the normal working time.
4. The hours for employees required to work night shifts based on 7½ hours per day and five days per week at same salary paid those on day shift of 8 hours.
5. Straight time is paid for regular schedules over 40 hours up to and including 48 hours per week.
6. Employees required to work a split shift are paid an additional 50¢ per day.
7. Part-time services are based on the full time rate proportionate to the time worked.
8. Overtime at time and one-half paid when employees are required to perform emergency work over 8 hours per day, or regular work week.

July 2, 1945. The Board of Supervisors authorized and directed the Civil Service Commission to conduct a salary survey covering positions subject to the salary standardization provisions of the charter.

July 23, 1945. The Civil Service Commission began a salary and wage survey which was conducted by the staff of the Commission. The survey was completed and a report and recommendation submitted to the Board of Supervisors on February 24, 1947.

January 15, 1946. The legislature ratified Section 151.3 providing that "**whenever any groups or crafts establish a rate of pay for such groups or crafts through collective bargaining agreements with employers employing such groups or crafts, and such rate is recognized and paid throughout the industry and the establishments employing such groups or crafts in San Francisco, and the Civil Service Commission shall certify that such rate is generally prevailing for such groups or crafts in private employment in San Francisco pursuant to collective bargaining agreements, the Board of Supervisors shall have the power and it shall be its duty to fix such rate of pay as the compensations for such groups and crafts engaged in the city and county service. The rate of pay so fixed by the board of supervisors shall be effective at the beginning of the next succeeding fiscal year providing the Civil Service Commission has so certified such rate of pay to the Board of Supervisors on or prior to the first day of April preceding**".

January 15, 1946. The legislature ratified an amendment to Section 62 of the Charter, which amendment eliminated the $6,000 per annum salary ceiling on appointive positions, which were elective officials prior to January 8, 1932, provided that the salaries of such positions shall be subject to the salary standardization provisions of the Charter without the former limitations of $6,000 maximum.

January 15, 1946. The legislature ratified Section 151.1 providing that the compensations of all appointive officers of the City and County except members of boards and commissions, the Superintendent of Schools and officers of the Police and Fire Departments shall be fixed in accordance with the salary standardization provisions of the charter.

March 18, 1946. The Board of Supervisors adopted a salary standardization ordinance effective July 1, 1946 under the provisions of Section 151 of the Charter, based upon the recommendation of the Civil Service Commission.

April 29, 1946. The Board of Supervisors adopted Ordinance No. 3999, which fixed schedules of compensation effective July 1, 1946 to be paid certain employees

subject to the provisions of Section 151.3 of the Charter.

September 4, 1946. The Board of Supervisors authorized and directed the Civil Service Commission to conduct a salary standardization survey in order that any existing inequalities in salaries of city employees may be corrected in the 1947-1948 budget.

October 16, 1946. The Civil Service Commission employed an industrial consultant on a contractual basis to conduct the salary survey authorized by the Board of Supervisors.

January 7, 1947. The legislature ratified an amendment to Section 151.3 providing that "**whenever any groups or crafts establish a rate of pay for such groups or crafts through collective bargaining agreements with employers employing such groups or crafts, and such rate is recognized and paid throughout the industry and the establishments employing such groups or crafts in San Francisco, and the Civil Service Commission shall certify that such rate is generally prevailing for such groups or crafts in private employment in San Francisco pursuant to collective bargaining agreements, the Board of Supervisors shall have the power and it shall be its duty to fix such rate of pay as the compensations for such groups and crafts engaged in the city and county service. The rate of pay so fixed by the Board of Supervisors shall be determined on the basis of rates of pay certified by the Civil Service Commission on or prior to April 1st of each year and shall be effective July 1st following: provided, that the Civil Service Commission shall review all such agreements as of July 1st of each year and certify to the Board of Supervisors on or before the second Monday of July any modifications in rates of pay established thereunder for such crafts or groups as herein provided. The Board of Supervisors shall thereupon revise the rates of pay for such crafts or groups accordingly and the said revised rates of pay so fixed shall be effective from July 1st of the fiscal year in which the said revisions are determined.

And provided further that "**notwithstanding the provisions of Section 151 or any other provisions of this Charter the wages of platform employees and bus operators of the municipal railway shall be determined and fixed, annually, as follows:

(A) On or before the second Monday of July of each year, the Civil Service Commission shall certify to the Board of Supervisors the two highest wage schedules in effect on July 1st of that year for platform employees and bus operators of other street railway systems in the State of California;

(B) The Board of Supervisors shall thereupon fix wage schedules for platform employees and bus operators of the municipal railway which shall be the average of the two highest wage schedules so certified by the Civil Service Commission; provided, if the average of the two highest wage schedules shall be less than the rates of pay fixed for such service in the salary standardization ordinance adopted by the Board of Supervisors on March 18, 1946, the Board of Supervisors shall fix wage schedules for such service which shall be the same as the rates fixed for such service in the said ordinance.

(C) When, in addition to their usual duties, such employees are assigned duties of instructors of platform employees or bus operators they shall receive twenty (20¢) per hour above the rates of pay fixed for platform employees and bus operators as herein provided;

(D) The rates of pay so fixed for platform employees and bus operators as herein provided shall be effective from July 1st of the fiscal year in which such rates of pay are certified by the Civil Service Commission;

(E) Platform employees and bus operators shall be paid one and one-half times the rate of pay fixed as herein provided for all work performed on six days specified as holidays by ordinance of the board of supervisors for such employees.

Within thirty days after the ratification of this amendment, the Board of Supervisors shall fix wage schedules for the fiscal year 1946-1947 for the crafts and groups subject to the provisions of this section and which wage schedules shall be effective commencing July 1, 1946."

January 7, 1947. The legislature ratified an amendment to Section 151.1 providing that "Notwithstanding any other provisions or limitations of this charter, the compensations of all elective and appointive officers of the city and county, except members of the Board of Supervisors and of other boards and commissions, the Superintendent of Schools and members of the several ranks of the Police and Fire Departments, shall be fixed in accordance with the salary standardization provisions of this charter." This brought under Salary Standardization the salaries of the Mayor, City Attorney, District Attorney, Assessor, Public Defender, Sheriff and Treasurer.

January 27, 1947. The Board of Supervisors adopted Ordinance No. 4253 establishing new salary standardization schedules for classes subject to the provisions of Section 151.3 of the Charter as amended January 7, 1947, and providing that such new salary standardization schedules shall be effective retroactive to July 1, 1946.

March 24, 1947. The Board of Supervisors adopted a salary standardization ordinance effective July 1, 1947, fixing schedules of compensations for positions subject to the provisions of Section 151 of the Charter. The compensations were based upon the recommendation of the Civil Service Commission.

May 12, 1947. The Board of Supervisors adopted Ordinance No. 4427 establishing compensation schedules for groups and crafts subject to the provisions of Section 151.3 and subject to further recheck and revision July 1, 1947.

July 24, 1947. The Board of Supervisors adopted Ordinance No. 4531 superseding Ordinance No. 4427 and establishing compensation schedules for classes subject to the provisions of Section 151.3 to become effective July 1, 1947.

August 11, 1947. The Board of Supervisors adopted a resolution "**authorizing and directing the Civil Service Commission to conduct a salary survey in order that any existing inequalities in salaries of city employees may be corrected in the 1948-1949 budget**".

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RULE OF THE CIVIL SERVICE COMMISSION ON CLASSIFICATION

Section 1. CLASSIFIED SERVICE: The classified service shall include all positions in the City and County service subject to competitive examination and/or Salary Standardization.

Section 2. POSITIONS EXEMPT FROM THE CLASSIFIED SERVICE: The following shall be exempt from classified service; and shall constitute the unclassified service: all elected officials specifically exempt by charter provisions; members of Boards or Commissions; teaching and other technical forces of the school department; employees of the Steinhart Aquarium; employees of the Law Library; construction employees engaged outside of the City and County; and department heads and other employments specifically exempt by law from both competitive examination and Salary Standardization.

Section 3. CLASS TITLE: The term "Class Title" means the designation given under these rules to a class and to each position allocated to a class. The Class Titles and Class Numbers assigned to positions by the Commission shall be used in all records, reports, statements and communications, including the compensation schedule, annual budget, and Salary Ordinance, payrolle, and appropriation ordinances. Classes in the classified services exempt from Civil Service Examinations, or exempt from Salary Standardization shall be designated with an appropriate symbol.

Section 4. CLASS (OR CLASS OF POSITION): The term "class" or "class of position" means a position or group of positions for which a common descriptive class title may be used. Such positions, as established by Civil Service law or rules, which are sufficiently similar in duties and responsibilities and require sufficiently similar training and experience for qualification thereto that the same descriptive title may be used to designate each position and that the same schedule of pay may be applied with equity under the same, or substantially the same, employment conditions shall be allocated to the same class. Class specifications are descriptive and explanatory and not restrictive. They are intended to indicate the kind of position that should be allocated to the several classes and shall not be construed as prescribing what the exact duties and responsibilities of each individual position allocated to the same class shall be. The use of any particular illustration of duties or responsibilities shall not be held to exclude others of similar kind or quality not specifically mentioned.

Section 5. SUB-CLASSES: When for purposes of recruitment it is deemed desirable that a more specialized scope should apply to employments within a given class, the Civil Service Commission shall in its discretion set up sub-classes. Such sub-classes shall be deemed as part of the general class of which they are a subdivision for purposes of salary treatment. And provided further that when such sub-classes are set up it shall be clearly indicated

on scope circulars, eligible lists and all records as required in Section 3, and shall be treated under the Civil Service provisions of the Charter as separate entities.

Section 6. REPORTS FROM APPOINTING OFFICERS: Appointing officers shall immediately notify the Civil Service Commission of the proposed creation or abolishment of any position and of any change in duties of existing positions as provided in Section 143 of the Charter.

Section 7. AMENDMENTS TO CLASSIFICATIONS: The Civil Service Classification of positions may be amended at any meeting of the Commission. All requests for amendments of classifications or changes in allocation of positions shall be posted on the blackboard of the business office of the Commission for a period of at least one week before such request shall be acted upon by the Civil Service Commission. The allocation or reallocation of a position shall not adversely affect the Civil Service rights of an occupant regularly holding such position.

Section 8. OFFICIAL COPY: The Secretary shall maintain in convenient form for workable purposes an accurate and complete copy of the position classification plan to be designated as the official copy. Such copy shall be currently maintained reflecting all changes made in classifications. All changes made in allocations of positions shall be recorded in the official minutes of the Commission. (Sec. 144.)

DIVISION A

BUILDING TRADES SERVICE

This Division includes duties requiring journeyman skill or experience (where such classification exists in general practice) in building and allied trades, supervision or inspection of such duties, and duties of assistants which require previous experience in the trades. It does not include duties requiring professional engineering qualifications.

See also Electrical Trades, Metal Trades, Miscellaneous Trades, and Water Service Divisions.

A 1-50--ADMINISTRATIVE SUBDIVISION

This Subdivision covers duties involving the planning and direction of building repair operations and the supervision of various crafts assigned to such work but does not include foremen of single crafts.

A6 SUPERVISOR OF MAINTENANCE AND REPAIR OF SCHOOL BUILDINGS--Under general direction: has charge of the maintenance of school buildings including general supervision of employees engaged in the maintenance and operation of school buildings; recommends repairs to school buildings and estimates cost of such repairs; and performs related duties as required.

A8 ASSISTANT SUPERINTENDENT OF MAINTENANCE AND REPAIR OF PUBLIC BUILDINGS--Under general direction: acts as principal assistant to the superintendent of maintenance and repair of public buildings in supervising the repair of public buildings; requisitions materials; assigns personnel; during the absence of the superintendent acts in his capacity; and performs related duties as required.

A10 SUPERINTENDENT OF MAINTENANCE AND REPAIR OF PUBLIC BUILDINGS--Under general administrative direction: has charge of the maintenance of all public buildings except school buildings, the repair of all public buildings; and the maintenance and repair of public bridges; has general supervision over all employees engaged in the maintenance of public buildings and in the repair of all public buildings; inspects locations where repair work is to be done; prepares cost estimates; and performs related duties as required.

A12 SUPERVISOR OF MAINTENANCE AND REPAIR, HETCH HETCHY PROPERTIES--Under general direction: directs and supervises the maintenance and repair of power houses, intake towers, dwellings, garages, dormitories, shop buildings and other structures: maintains and repairs Hetch Hetchy railroad bridges, cattle guards and rolling stock; recommends repairs and estimates costs of same; assigns personnel; and performs related duties as required.

A 51-100--BRICKLAYING SUBDIVISION

A52 HOD CARRIER--Under supervision: generally assists bricklayers performing such duties as mixing mortar; carrying bricks, mortar and other materials; tends plasterers; and porforms related duties as required.

A56 BRICKLAYER--Under general supervision: performs duties requiring the skill and experience of a journeyman bricklayer, such as laying brick, terra cotta, and other similar materials in general building construction and repair and in the construction and repair of sewers, cesspools, and manholes; and performs related duties as required.

A62 TILE SETTER--Under general supervision: performs duties requiring the skill and experience of a journeyman tile setter, e.g., prepares surfaces for tiling, sets tile, cuts out damaged sections and replaces with new tile; and performs related duties as required.

A 101-150--BUILDING INSPECTION SUBDIVISION

This Subdivision includes only inspectional duties involving enforcement of general building laws and ordinances and, in the case of public buildings, compliance with approved plans and specifications. It does not, however, include such duties where professional engineering qualifications are required.

For Electrical Inspection, see Electrical Trades Division; for Housing Inspection, see Miscellaneous Inspection Division.

A106 BUILDING INSPECTOR--Under direction: inspects construction or reconstruction of buildings in an assigned district to check conformity with approved plans and specifications and building laws; inspects the construction of public buildings to insure conformity of workmanship and all materials and installations to plans and specifications, and interprets plans and specifications for contractors and foreman; may be assigned to check and approve plans and specifications for construction or reconstruction of buildings to insure conformity with

building laws and ordinances when such check does not require engineering knowledge; makes required reports; and performs related duties as required.

A110 SUPERVISING CONSTRUCTION INSPECTOR--Under general administrative direction: acts as assistant to the City Architect in the field; inspects construction; lays out, assigns and supervises the work of building inspectors; prepares records, reports, and modifications of contracts; checks construction progress and makes recommendations to the City Architect for contractors' payments; and performs related duties as required.

A 151-200--CARPENTRY SUBDIVISION

A154 CARPENTER--Under general supervision: performs duties requiring the skill and experience of a journeyman carpenter, e.g., fashions, joins, assembles, erects or fastens materials of wood, hollow metal, cork, compo board, or fibre, lays asphalt shingles; makes or repairs furniture, cabinets, lockers; and performs related duties as required.

A155 CRIBBER--Under supervision: performs duties requiring experience in cribbing of excavations and trenches such as may be involved in the installation and repair of sewers or side sewers; places timbers and cross bracing to form temporary retaining wall to support sidewalls of trenches or other excavations; and performs related duties as required.

A156 PATTERNMAKER--Under general supervision: performs duties requiring the skill and experience of a journeyman patternmaker, e.g., constructs patterns for high pressure pipe line fittings and valves from blue prints, makes repairs to such patterns when required; constructs fire department ladders according to specifications; makes and repairs cabinets; repairs automobile body panels; and performs related duties as required.

A160 FOREMAN CARPENTER--Under direction: supervises the work of a group or groups of carpenters, and on occasion, tho work of allied crafts assigned to his supervision; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A160a	Foreman	Carpenter	(Public Works)
A160b	"	"	(Education)
A160c	"	"	(Public Utilities)
A160d	"	"	(Recreation)

A161 GENERAL FOREMAN CARPENTER--Under general direction: regularly plans and directs the work of several groups of carpenters, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A161a	General Foreman	Carpenter	(Public Works)
A161b	"	"	(Park)
A161c	"	"	(Public Utilities)

A165 STAGE CARPENTER--Under general supervision: performs duties requiring the skill of a journeyman carpenter, experience in stage carpentry, and ability to work from plans; maintains and repairs general physical equipment including counterweights at War Memorial Buildings; and performs related duties as required.

A170 STAGE PROPERTY MAN--Under general supervision: performs duties requiring the skill and experience necessary to build special stage properties that may be needed and the ability to work from plans; is responsible for arranging for and securing necessary properties to dress the sets for performances at War Memorial Buildings; and performs related duties as required.

A180 CABINET MAKER--Under general supervision: performs duties requiring the skill and experience of a journeyman cabinet maker, e.g.: performs hand carpentry necessary to cut, shape, and assemble prepared parts of high grade articles of furniture; studies drawings of articles to be made; lays out outline or dimension of part on paper or stock lumber specified; operates woodworking machines; may install hardware; repairs high grade articles of antique furniture; cuts out damaged or defective spots in surface of wood with hand tools; selects and trims wood to match grain of the old wood; replaces broken moldings, trims or cornices; and performs related duties as required.

A 201-250--CEMENT FINISHING SUBDIVISION

A202 CEMENT FINISHER'S HELPER--Under supervision: prepares materials and generally assists cement finisher when such duties involve the use of tools of the trade in the proper levelling and finishing of cement work; and performs related duties as required.

A204 CEMENT FINISHER--Under general supervision: performs duties requiring the skill and experience of a journeyman cement finisher, such as surfacing and finishing all classes of cement work including floors, steps, sidewalks, curbs, gutters and street joints; may supervise the work of laborers, helpers and others engaged in excavating and grading preparatory to such work; supervises the mix-

ing, pouring and tamping of cement or concrete; and performs related duties as required.

A206 FOREMAN CEMENT FINISHER--Under direction: supervises the work of a group or groups of cement finishers and cement finisher's helpers; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A208 GENERAL FOREMAN CEMENT FINISHER--Under general direction: regularly plans and directs the work of several groups of cement finishers and cement finisher's helpers, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A 251-300--GLAZING SUBDIVISION

A252 GLAZIER--Under general supervision: performs duties requiring the skill and experience of a journeyman glazier, e.g., cuts, fits, fastens, sets, and installs glass in windows, skylights, doors, etc.; and performs related duties as required.

A254 FOREMAN GLAZIER--Under direction: supervises the work of a group or groups of glaziers; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A 301-350--LOCKSMITHING SUBDIVISION

A302 LOCKSMITH--Under general supervision: performs duties requiring the skill of a journeyman locksmith, e.g.: repairs locks and door checks; changes lock combinations; makes new or duplicate keys; and performs related duties as required.

A 351-390--PAINTING SUBDIVISION

A354 PAINTER--Under general supervision: performs duties requiring the skill and experience of a journeyman painter, e.g.: prepares surfaces for painting; matches colors and mixes paints, varnishes, enamels and stains; paints, stains, enamels, varnishes, polishes, and finishes surfaces; applies water colors and tints; and performs related duties as required.

A357 FOREMAN PAINTER--Under direction: supervises the work of a group or groups of painters; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A358 GENERAL FOREMAN PAINTER-- Under general direction: regularly plans and directs the work of several groups of painters, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A359 SCENIC ARTIST--Under general supervision: performs duties requiring the skill and experience of a journeyman scenic artist, e.g.: paints scenery and back drops and other scenery parts pertaining to stagecraft; plans, paints and finishes stage interiors or exteriors; and performs related duties as required.

A364 CAR AND AUTO PAINTER--Under general supervision: performs duties requiring the skill and experience of a journeyman painter and the ability to do striping and lettering and apply gold leaf, e.g., paints, varnishes, stripes and letters automobiles, street cars, equipment, or furniture and prepares surfaces and matches colors therefor; and performs related duties as required.

A366 FOREMAN CAR AND AUTO PAINTER--Under direction: supervises the work of a group or groups of car and auto painters; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A370 GENERAL FOREMAN, CAR AND AUTO PAINT SHOP--Under general direction: regularly plans and directs the work of a large group of car and auto painters; makes stencils for lettering; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

A 391-400--PLASTERING SUBDIVISION

A392 PLASTERER--Under general supervision: performs duties requiring the skill and experience of a journeyman plasterer, such as surfacing and finishing walls, ceilings; and partitions with plaster or mortar; may supervise work of others in mixing and transporting plaster or mortar; and performs related duties as required.

A 401-450--PLUMBING SUBDIDIVISION

A404 PLUMBER--Under general supervision: performs duties requiring the skill and experience of a journeyman plumber, such as installing and/or repairing piping used for water, waste, supply leaders, soil, sewage, fire, or vent lines, filters, water systems in buildings and grounds, sprinkler systems, pneumatic conveyors,

built-in vacuum or cleaning systems, compressed air piping for dental and cleaning purposes, and oil or gasoline lines; and performs related duties as required.

A408 GENERAL FOREMAN PLUMBER--Under general direction: regularly plans and directs the work of several groups of plumbers, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A412 PLUMBING INSPECTOR--Under direction: inspects materials and workmanship of plumbing in buildings, material and workmanship of gas piping and gas appliance installations in an assigned district to insure compliance with laws, ordinances and approved plans and specifications; has authority to order changes, halt operations or make arrests for violations of laws, ordinances or deviations from plans or specifications; makes required reports; and performs related duties as required.

A416 CHIEF PLUMBING INSPECTOR--Under general direction: assigns, supervises and reviews the work of plumbing inspectors; orders changes, repairs, suspension of work or arrests in cases of violations as the case requires; acts as secretary to board of plumbing examiners; assists in preparing examinations for licenses for master and journeyman plumbers and collects fees for such licenses; makes required reports; and performs related duties as required.

A 451-500--SHEET METAL SUBDIVISION

A456 SHEET METAL WORKER--Under general supervision: performs duties requiring the skill and experience of a journeyman sheet metal worker, e.g., lays out, cuts, forms, rivets, solders, welds, finishes and installs all classes of sheet metal used in construction or repair of buildings or in the apparatus or furnishings used therein; and performs related duties as required.

A460 GENERAL FOREMAN SHEET METAL WORKER--Under general direction: regularly plans and directs the work of several groups of sheet metal workers, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A501-550--STEAMFITTING SUBDIVISION

A504 STEAMFITTER--Under general supervision: performs duties requiring the skill and experience of a journeyman steamfitter, such as installing and/or repairing piping, fixtures, pumps, or other appurtenances connected with high or low pressure steam plants, including all piping used for power or heating purposes; and performs related duties as required.

A506 GENERAL FOREMAN STEAMFITTER--Under general direction: regularly plans and directs the work of several groups of steamfitters, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

A651-700-IRON WORK SUBDIVISION

A651 WIRE FENCE ERECTOR--Under general supervision: performs duties requiring the skill and experience of a journeyman ornamental iron worker; erects and repairs wire fences and cages in the park department; locates positions for post holes and digs with shovel or post-hole digger; mixes and pours concrete to set posts; clamps wire mesh to posts and pulls wire taut; makes gates and other attachments as required; welds, cuts and drills as required; supervises the work of subordinates assisting in such work; and performs related duties as required.

DIVISION B

CLERICAL SERVICE

This division includes duties which are chiefly clerical and also executive duties which are not included in other divisions for better comparison with related employments.

B 1-50--ACCOUNTING SUBDIVISION

B4 BOOKKEEPER--Under general supervision: performs duties requiring knowledge of bookkeeping principles and practices, with some latitude for discretionary judgment as to proper allocation of accounts; assists in the maintenance of a complex classification of accounts involving the posting of entries and the balancing of books of account maintained for purpose of control or analysis of funds; maintains relatively simple departmental bookkeeping accounts; acts as junior accountant assisting in departmental audits, special investigations and system installations; assists in the preparation and operation of the budget and appropriation ordinances; assists on the internal audit of and records departmental encumbrances and expenditures; and performs related duties as required.

B6 SENIOR BOOKKEEPER--Under direction: performs duties requiring knowledge of bookkeeping principles and practice with wide latitude for discretionary judgment as to proper allocation of accounts, and in addition a knowledge of fiscal laws especially as they pertain to the department where duties are performed; maintains complete and complex departmental bookkeeping records; in the controller's office acts as an intermediate accountant, assisting in departmental audits, special investigations and system installations; assists in the maintenance of the centralized records and books of accounts of the city and county; is responsible for the audit of departmental receipts prior to deposit in the treasury; acts as deputy controller in validating court orders against certain court funds for payment from the treasury; may supervise subordinates; and performs related duties as required.

B6a	Senior Bookkeeper	(Controller)
B6b	"	"	(Public Utilities)
B6c	"	"	(Juvenile Court)
B6d	"	"	(Education)
B6e	"	"	(Public Administration)
B6f	"	"	(Recreation)
B6g	"	"	(Public Health)

B8 SUPERVISOR OF DISBURSEMENTS—Under general administrative direction: is responsible for pre-auditing, recording and reporting of all encumbrances and expenditures against duly authorized appropriations; directs the preparation of vouchers and warrants; supervises the staff of the controller's disbursement office engaged in such work; and performs related duties as required.

B10 ACCOUNTANT--Under general direction: maintains important accounting operations requiring the constant exercise of independent judgment, knowledge and ability to make audits, and render reports pertaining thereto, comprehensive knowledge of fiscal and other laws relating to such operations, the ability to install new methods and/or to set up procedures for new purposes, e.g.: maintains general ledgers and journals of the city and county, and prepares consolidated financial statements and reports based thereon; maintains accounting records of receipts, disbursements and encumbrances effecting the various accounts and funds of the city and county for the purpose of control of such accounts and funds; conducts departmental audits and renders reports thereon; assists the supervisor of disbursements in supervising the performance of these duties and functions under his direction and in addition thereto is responsible for such phrases of these operations as are assigned; analyzes appropriations and expenditures of all inspecting departments and bureaus in the preparation of cost analysis of regulatory and inspectional services rendered by the city and county to the public for which a charge is made for the purpose of setting up proper fees for such services; prepares drafts of related ordinances for presentation to the board of supervisors and city attorney; recommends; advises and reports on such work; may supervise subordinates; and performs related duties as required.

B10a	Accountant	(Controller)
B10b	"	(Public Utilities)
B10c	"	(Mayor's Office)
B10d	"	(Board of Education)

B11 COST ANALYST--Under general direction: analyzes appropriations and expenditures of all inspecting departments and bureaus in the preparation of cost analyses of regulatory and inspectional services rendered by the city to the public for which a charge is made, for the purpose of setting proper fees for such services; prepares drafts of related ordinances for presentation to the board of supervisors and city attorney; appears before committees as needed and consults with department heads in connection with the establishment of license fees; may prepare other cost analyses as directed and supervise work of subordinates; and performs related duties as required.

B14 SENIOR ACCOUNTANT--Under general administrative direction: supervises the work involved in the performance of important accounting operations; has final responsibility for accounting records of a department or bureau such as the board of education, treasurer's office or Municipal Railway; in the controller's office has responsibility for the field supervision of the work of others in the conduct of complex audits, system design and installation etc., operates either the general city and county or the public utility section of the centralized general and controlling accounts and records of the city and county; and performs related duties as required.

B14a	Senior	Accountant	(Controller)
B14b	"	"	(Education)
B14c	"	"	(Treasurer)
B14d	"	"	(Public Utilities)

B20 CONTROLLER--Performs the duties and has the responsibilities as specified by charter and ordinance and by the constitution and other laws of the State of California both as controller and county auditor.

B21 CHIEF ASSISTANT CONTROLLER--Subject to administrative approval: acts as chief assistant to the controller in the administration of the activities and functions of the controller's office; directs the accounting and auditing procedure of the controller's office and the auditing of accounts of all city and county departments; recommends new methods and systems of accounts and records for control of accounts of the city and county; during the absence of the controller, acts in his capacity; and performs related duties as required.

B22 ASSISTANT DIRECTOR, BUREAU OF ACCOUNTS, PUBLIC UTILITIES COMMISSION--Under general direction: acts as principal assistant to the director, bureau of accounts in the administration of all activities of the bureau of accounts, public utilities commission; during the absence of the director, acts in his capacity; and performs related duties as required.

B23 DIRECTOR, BUREAU OF ACCOUNTS, PUBLIC UTILITIES COMMISSION--Subject to administrative approval: has charge of the bureau of accounts for the public utilities commission; directs and coordinates the proper accounting of fiscal transactions and conditions relating to operation, maintenance, extension, replacement, valuation and ownership of the various utilities under the jurisdiction of the public utilities commission as provided by charter; directs preparation of the budgets of the various utilities; makes studies and analyses of budget requests and estimates submitted by the department heads and prepares reports thereon; directs and supervises budgetary control of all utilities; investigates the need for proposed supplemental appropriations or transfers of funds which may be recommended or requested by department heads; prepares data for determination of financial policy regarding depreciation of physical properties and proper rate schedules; directs the auditing and accounting functions of the accounting departments of San Francisco Water Department, Hetch Hetchy Water Supply, Power and Utilities Engineering Bureau, Municipal Railway, San Francisco Airport Department, and Bureau of Light, Heat, and Power, makes recommendations and required reports; may be called upon to represent the public utilities commission at hearings and meetings of official bodies; and performs related duties as required.

B25 BUSINESS MANAGER, PUBLIC WELFARE DEPARTMENT--Under general administrative direction: has charge of and is responsible for the business affairs of the public welfare department; supervises and is responsible for all accounting, purchasing, and clerical procedures of the public welfare department, including disbursement of funds, preparation of all financial and statistical reports, budgets, timerolls, requisitions for employment, requisitions for supplies and equipment, contractual services, inventories, and personnel records; assigns and supervises clerical employees; and performs related duties as required.

B26 SUPERVISOR, BUDGET STATISTICS--Under general administrative direction: is responsible for verifying, analyzing and consolidating budget estimates and for the preparation of the annual appropriation ordinances; directs the maintenance of budgetary statistics and budget history, including supplemental appropriations and appropriation transfers; maintains operating budgetary control by detailed objects of expenditure; supervises subordinates assigned to such work; and performs related duties as required.

B27 SUPERVISOR OF ACCOUNTS AND REPORTS--Under general administrative direction: has charge of the maintenance of general and control records of the city and county; directs internal audit and control procedures involving expense and outlay accounts, auditing and extension of tax rolls, approval of warrants and state settlements, payments for bond interest and redemption, and monthly revision of estimates of revenue and expense; prepares annual and quarterly financial reports; reports to bureau of census, state controller, and reports of cash position of funds and special requirements of controller; and performs related duties as required.

B28 SUPERVISOR,GENERAL AUDITS--Under general administrative direction: has charge of the audits of the accounts of all boards, officers, and employees of the general city and county departments charged in any manner with the custody, collection and disbursement of funds; directs the monthly audits of all moneys coming into the hands of the treasurer; directs a monthly audit of each department's revolving fund; makes investigations pursuant to the provisions of the charter and contract procedure ordinance; designs and installs departmental fiscal procedures; conducts special investigations; directs the general audit staff; and performs related duties as required.

B30 SUPERVISOR, UTILITIES AUDITS--Under general administrative direction: has charge of the audits of the accounts of all utilities and employees thereof charged in any manner with the custody, collection and disbursement of funds; directs a monthly audit of each utility's revolving fund; makes investigations pursuant to the provisions of the charter and contract procedure ordinance; designs and installs

fiscal procedures for utilities; conducts special investigations; directs the utility audit staff; and performs related duties as required.

B32 BUSINESS MANAGER, RECREATION DEPARTMENT--Under general administrative direction: has charge of and is responsible for the proper administration of the business affairs of the recreation department; is responsible for the maintenance of proper departmental control and recording of expenditures; supervises all clerical, accounting, and other procedures incident to the business administration of the department; supervises the maintenance and repair of physical properties, including playgrounds; is responsible to the recreation commission for carrying out the budgetary and other fiscal provisions of the charter and such procedures and regulations pursuant thereto as may be outlined by the controller; and performs related duties as required.

B34 SUPERVISOR, BUREAU OF ACCOUNTS, DEPARTMENT OF PUBLIC WORKS--Under general administrative direction: has charge of and is responsible for the proper administration of the bureau of accounts, department of public works; is responsible for all accounting and budgetary control of the department, and for the maintenance of all cost records, payrolls, stores and departmental inventories, billing for reimbursable operations; prepares accounting statements and reports; and performs related duties as required.

B35 ADMINISTRATIVE ASSISTANT, JUVENILE COURT--Under general administrative direction: is responsible for all accounting, purchasing, personnel and clerical procedure of the juvenile court and all of its division, including preparation of tentative budgets and revision thereof, and other financial and statistical reports; maintains accounting control of inventories and contractual expenditures; analyzes departmental operations and makes recommendations thereon for improvements in procedures and better coordination of activities and personnel; analyzes departmental expenditures and makes recommendations thereon; is responsible for collection of accounts and supervises investigations incidental thereto; coordinates assignments of probation officers and other employees; and performs other related duties as required.

B36 BUSINESS MANAGER, DEPARTMENT OF PUBLIC HEALTH--Under general administrative direction: has charge of and is responsible for the proper administration of the business affairs of the department of public health; is responsible for all accounting, purchasing, personnel, and clerical procedures of the department of public health and all its institutions and bureaus, including preparation of tentative budgets and revisions thereof and other financial and statistical reports; maintains accounting control over inventories and contractual expenditures; analyzes departmental operations including social service activities and makes recommendations thereon for improvement in procedures and better coordination of activities and personnel; analyzes departmental expenditures and makes recommendations thereon; studies proposed legislation affecting the department of public health and makes recommendations thereon; supervises assignment and control of city owned motor vehicles allocated to the department of public health; and performs related duties as required.

B37 ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SAN FRANCISCO HOSPITAL--Under general direction: supervises and is responsible for the activities and personnel of all services in the San Francisco Hospital, except medical; recommends changes and/or improvements in service; recommends new equipment and supplies; supervises preparation of timerolls and distribution of payroll charges; supervises maintenance of perpetual inventories; prepares schedules for the requisitioning of hospital materials, supplies and equipment and controls the use of same by audit and investigation; supervises maintenance of appropriation accounts; approves requisitions for purchase orders; assembles data for budget; prepares specifications for purchase of equipment; and performs related duties as required.

B 51-101--ADMINISTRATIVE AND EXECUTIVE CLERK SUBDIVISION

This subdivision includes executive positions and those duties which involve the direction, subject to administrative approval only, of separate departments the work of which is largely clerical, or which involve the supervision, under general direction only, of a large organization with varied duties or of a smaller organization the duties of which are highly complicated.

B51 CHIEF ADMINISTRATIVE OFFICER--Plans and directs the work of all the departments and activities placed under his jurisdiction by charter or ordinance; appoints department heads and members of advisory or other boards as provided by charter or ordinance; plans and directs the budgeting and control of publicity and advertising expenditures of the city and county; coordinates the functioning of departments charged with the control of traffic.

B54 DIRECTOR, BUREAU OF PUBLIC SERVICE--Subject to administrative approval; exercises central control over complaint divisions of all utilities under jurisdiction of Public Utilities Commission; coordinates investigations of complaints and expedites the servicing thereof; has charge of and directs surveys looking toward service improvements and extensions of utilities and prepares reports thereon; prepares and is responsible for the publication of all matters of informational character, including the direction, composition, and dissemination of motion pictures, radio programs and newspaper and magazine articles dealing with utility policies and operations; makes recommendations for effectuation of economies in operations and for installation of procedures and programs for increases in revenues; makes recommendations to the Manager of Utilities regarding policy relating to employee relations and the improving of relations between the Commission

and its employees and between the employees and the public; represents the Commission and the Manager of Utilities in matters of a confidential nature and make appearances in their behalf before public agencies and private organizations; and performs related duties as required.

B55 ASSISTANT DIRECTOR, BUREAU OF PUBLIC SERVICE--Under general direction: acts as assistant to Director, Bureau of Public Service, in the handling of public relations; prepares pamphlets, radio scripts, and press releases to inform public on the operational and physical aspects of public utilities; makes investigations and recommendations to improve service; and performs related duties as required.

B56 SUPERVISOR OF PAYROLLS--Under general administrative direction: supervises and is responsible for the audit and preparation of all timerolls, payrolls and warrants; as deputy controller, signs all payrolls and aid warrants; responsible for the maintenance of all records in connection with earnings and withholding tax and of accounting controls over all payrolls, amounts due retirement system, health service system, and other authorized deductions from payrolls; and performs related duties as required.

B57 SECRETARY, ART COMMISSION--Subject to administrative approval: maintains a record of proceedings and acts of the art commission; receives, answers and files correspondence of the commission; makes recommendations regarding artists and conductors; arranges bookings; prepares budget estimates; supervises and executes the policy of the art commission as to all works of art and architecture as specified in section 46 of the charter; and performs related duties as required.

B59 SECRETARY, BOARD OF TRUSTEES, WAR MEMORIAL--Under general administrative direction: acts as secretary to the board of trustees of the War Memorial, involving responsibility for maintenance of proper records of the actions of the board, records of operations, certifying payrolls, invoices and requisitions; maintains proper accounting records of disbursements and other financial transactions; when directed by the managing director may assist in supervising the maintenance of the buildings and grounds under the jurisdiction of the board of trustees; and performs related duties as required.

B60 SECRETARY, PUBLIC UTILITIES COMMISSION--Under general administrative direction: acts as secretary of the public utilities commission, involving responsibility for the maintenance of proper records of the official acts of the commission and the preparation of calendars, etc., responsible for the work of the general office of the commission requiring a knowledge of proper contract procedure and of charter provisions relating to the powers and duties of the public utilities commission; and performs related duties as required.

B61 SECRETARY, BOARD OF PERMIT APPEALS--Subject to administrative approval: acts as secretary to the board of permit appeals; maintains record of proceedings; receives, answers and files correspondence of the board; makes investigations regarding matters before the board including legal research and interpretations of the laws involved; advises the board in matters pertaining thereto; makes required reports; and performs related duties as required.

B66 REGISTRAR OF VOTERS--Has charge of and is responsible for the proper administration of the office of registrar of voters; directs the work of the registrar's office, including the registration of voters, the conducting of elections, and the maintenance of official records connected therewith; responsible for seeing that the state laws regarding election and registrations are complied with; and performs related duties as required.

B67 SECRETARY, FIRE COMMISSION--Subject to administrative approval: acts as secretary of the board of fire commissioners and directs the keeping of personnel records, the preparation of payrolls, and the distribution of material costs; is responsible for issuance of requisitions for all emergency and regular requirements of material and supplies for fire companies, fireboats, pumping stations and pipe yard; compiles specifications for fire department apparatus and equipment and repairs to equipment and properties; is responsible for approval of invoices for charges for repairs to high pressure system, fire boats and pumping stations, and for maintaining perpetual inventory of all fire hose and records of installing, repairing and servicing of fire hydrants; investigates and reports on all claims for damages against the fire department of the City and County of San Francisco, and prepares claims of the fire department; and performs related duties as required.

B68 CHIEF CLERK--Under general administrative direction: has charge of varied clerical work of a small department or an important division of a large department; acts as a limited but responsible representative for such department or unit with considerable latitude for the exercise of independent judgment and decision; requires a thorough knowledge of specific functions of the unit concerned and their relation to other subdivisions within the same department, with other departments in the city government, and with the general public; requires thorough knowledge of laws, ordinances, regulations, policies and practices of the department involved; makes recommendations and reports; sees that flow of work is maintained effectively; and performs related duties as required.

B68a Chief Clerk (Municipal Court)
B68c " " (Registrar)

B68d	Chief	Clerk	(Recorder)
B68e	"	"	(Tax Collector)
B68f	"	"	(County Clerk)
B68g	"	"	(Sheriff)
B68h	"	"	(Fire)
B68i	"	"	(Municipal Railway)
B68j	"	"	(Water Department)

B69 SECRETARY, COORDINATING COUNCIL--Subject to administrative approval: acts as secretary and executive officer of the coordinating council; carries out the policies and programs of the council in connection with coordinating activities of public departments and organizations dealing with problems concerning the youth of San Francisco; studies need for and assists district councils in preparing programs to develop a better understanding of community problems and resources; studies proposed legislation relative to minors, and prepares recommendations therefor, and proposes legislation for the consideration and approval of the coordinating council; and performs related duties as required.

B70 SECRETARY, PARK COMMISSION--Subject to administrative approval of the park commission: is responsible for the preparation and maintenance of records of the commission's actions, and the custody thereof, and the handling of the correspondence in reference thereto; the issuance of permits in the name of the commission; the preparation of resolutions, specifications and contracts for approval; the collection and/or accounting for all park department receipts, deposits and disbursements including bonds; the preparation of tentative budgets for approval of the park department; and the preparation and issuance of the park department publicity; and performs related duties as required.

B71 SECRETARY, BOARD OF TRUSTEES, M. H. deYOUNG MEMORIAL MUSEUM AND CALIFORNIA PALACE OF THE LEGION OF HONOR--Subject to administrative approval: keeps full account of all property, money receipts, and expenditures, and a record of all proceedings of the board of trustees of the M. H. deYoung Memorial Museum and the California Palace of the Legion of Honor; files an annual report of accounts with the controller; prepares agenda of meetings; consolidates budget requests; makes deposits of all moneys received by the museum; makes reports to the board of trustees; and performs related duties as required.

B72 SECRETARY, LIBRARY COMMISSION--Subject to administrative approval: maintains a complete record of all acts and transactions of the library commission; directs the maintenance of proper accounting records of expenditures and receipts of the library; exercises general supervision over the maintenance of buildings; and performs related duties as required.

B74 CONFIDENTIAL SECRETARY TO THE MAYOR--Under general direction: performs administrative duties and duties of a confidential nature; assists the executive secretary to the mayor; and performs related duties as required.

B76 EXECUTIVE SECRETARY TO THE MAYOR--Subject to administrative approval: acts as chief assistant to the mayor in the performance of the executive duties of the office of the mayor; represents the mayor as requested officially at public meetings and functions; assists in maintaining contacts with municipal departments and other governmental agencies; supervises and directs the activities of the personnel of the mayor's office; supervises and directs publicity and public relations of the office; and performs related duties as required.

B76.1 ADMINISTRATIVE ASSISTANT TO THE MAYOR--Subject to administrative approval: makes analyses of annual budget requests and estimates submitted by the various departments of the municipal government and makes such other collateral studies as may be necessary and makes reports thereon for the information and consideration of the mayor; makes continuing analyses of departments, trends and needs; investigates the need for proposed supplemental appropriations or transfers of funds which may be recommended or requested, and makes reports thereon to the mayor; investigates requests for the creation of new positions or the filling of vacated positions, and makes reports and recommendations thereon; makes analyses of capital investments and proposed expenditures for personal and non-personal services, and makes reports thereon to the end that maximum economy in governmental operations will be promoted; makes analyses of proposed new functions and services and makes reports thereon; makes analyses of fiscal problems and policies, and makes reports thereon; directs the work of subordinates; and performs related duties as required.

B76.3 ADMINISTRATIVE ANALYST--Under general direction: acts as principal assistant to Administrative Assistant to the Mayor; assists in directing and making analyses of annual budget requests and estimates submitted by the various departments of the municipal government and assists in making such collateral studies and reports as may be necessary; assists in directing and making continuing analyses of departmental trends and needs; assists in directing and investigating the need for proposed supplemental appropriations or transfers of funds and reports thereon; assists in directing and investigating requests for the creation of new positions or the filling of vacated positions; assists in directing and making analyses of capital investments and proposed expenditures for personal and non-personal services to the end that maximum economy in governmental operations will be promoted; assists in directing and making analyses of proposed new functions and services; assists in directing and making analyses of fiscal problems and policies; assists in super-

vising the work of administrative technicians; and performs related duties as required.

B77 EXECUTIVE SECRETARY TO THE MANAGER OF UTILITIES--Under general administrative direction: acts as administrative assistant to the manager of utilities; transmits instructions of manager to division heads, and, in the absence of the manager, instructs division heads in matters involving manager's discretion; organizes and supervises clerical details of manager's office; examines incoming mail for proper referral, and answers correspondence for the manager; makes reports on special inquiries; makes appointments and interviews callers on manager; represents manager at public meetings as directed; takes dictation; and performs related duties as required.

B78 SECRETARY CITY PLANNING COMMISSION--Under general administrative direction: acts as Secretary of the City Planning Commission; maintains records of its meetings, hearings, and official actions, and certifies all official commission documents and resolutions; acts as administrative assistant to the director in managing non-technical aspects of the operation of the department; organizes and supervises clerical details of the director's office; makes reports on special administrative inquiries; makes appointments and interviews visitors for the director and commission; examines incoming mail for proper referral and answers correspondence for the director and commission; maintains records of accounts and departmental operations, prepares and verifies payrolls, invoices, and requisitions; performs related duties as required.

B79 SECRETARY, HEALTH SERVICE BOARD-Subject to administrative approval: maintains records of proceedings, actions, and accounts of the health service board; supervises preparation of statistics, correspondence and publicity; prepares reports, assigns and supervises employees in the administrative division; assigns and supervises employees in the medical division subject to the approval of the medical director; and performs related duties as required.

B81 RECORDER--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of recorder; directs the employees engaged therein; keeps books, records, maps and papers filed in his office; records in books for that purpose, deeds, mortgages, wills, notices, and other documents and papers as provided by law; keeps such indices as may be required; performs all duties required by state law; and performs related duties as required.

B82 SECRETARY, RETIREMENT SYSTEM--Subject to administrative approval: acts as executive and appointing officer of the Retirement Board; maintains proper records of Board actions; prepares correspondence, notices, calendars, etc.; is responsible for preparation of annual budget, maintenance of journal and ledger accounts and subsidiary accounts such as employee individual contribution records, determination of benefits to which members of the system are entitled, administration of the benefit provisions of the Workmen's Compensation Insurance and Safety Law, preparation of payrolls, invoices and requisitions, and other rolls for payment of benefits; assigns and supervises employees in the Retirement Office; and performs related duties as required.

B83 CONSULTING ACTUARY--Subject to administrative approval: acts as advisor to the Retirement Board on retirement, investment and compensation insurance matters; directs investigations into mortality and other experience under System and valuations based thereon; supervises preparation and maintenance of actuarial tables based on experience; prescribes records and accounts necessary for actuarial purposes; supervises the determination of benefits to which the members of the System are entitled; and advises on administration of disability claims under retirement and compensation law.

B84 UNDER SHERIFF--Subject to administrative approval: acts as principal assistant to the sheriff in the administration of all units of the sheriff's office; directs the work of employees who register court actions and judgments, receive and account for fees for such registrations, execute the orders of the court, attach or sell property, arrest and incarcerate persons, or the care of incarcerated persons; during temporary absence of the sheriff performs all duties required of the sheriff; and performs related duties as required.

B85 JURY COMMISSIONER, MUNICIPAL COURT--Under general administrative direction: directs and is responsible for preparation of jury lists for municipal courts, involving securing of information as to qualifications for jury service; recommends transfer of cases to expedite hearings; and performs related duties as required.

B88 CHIEF ASSISTANT CLERK OF THE BOARD OF SUPERVISORS--Under general administrative direction: acts as chief assistant to the clerk of the board of supervisors and performs such executive or administrative duties as are assigned; acts as chief assistant to the clerk at meetings of the board of supervisors in recording actions and votes; assists in supervising the clerical work of the board and its committees; acts as clerk of assigned committee; and performs related duties as required.

B89 DIRECTOR, BUREAU OF LICENSES--Under general administrative direction: supervises the collection of occupational, business, professional and other licenses imposed by ordinance of the board of supervisors; maintains necessary records; makes daily accounting and settlement of such collections; requires an intimate knowledge of all

ordinances relating to licensing and involves supervision of subordinates assigned to such duties; and performs related duties as required.

B90 CLERK OF THE BOARD OF SUPERVISORS--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of the board of supervisors; directs the work of employees engaged therein; directs the preparation of calendars and other secretarial work of the board or of the finance and other committees; directs the preparation, filing, and indexing of ordinances, resolutions, and other official transactions, and the preparation of the journal of proceedings; acts as clerk of the board and of the finance committee; and performs related duties as required.

B91 DIRECTOR, BUREAU OF DELINQUENT REVENUE--Under general administrative direction: directs and is responsible for the collecting of delinquent revenues such as unsecured personal property taxes, licenses, rents, damages to city property, amounts due the city for hospital care and all other sums owed the city; deposits collections and makes proper accounting of such collections; directs subordinates engaged in such work; and performs related duties as required.

B91.1 DIRECTOR, BUREAU OF PURCHASE AND USE TAX - See page 20a

B93 TAX COLLECTOR--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of tax collector; collects general property taxes and municipal license taxes, accounts for same to the controller and state controller; directs the work of employees engaged therein; sees that state laws in connection therewith are complied with; and performs related duties as required.

B95 DIRECTOR OF FINANCE AND RECORDS--Subject to administrative approval: has charge of and is responsible for the proper administration of the department of finance and records which includes the functions and personnel of the office of tax collector, registrar of voters, recorder, county clerk, and public administrator.

B95.1 ASSISTANT DIRECTOR OF PUBLIC WORKS--Subject to administrative approval: acts as principal assistant to the director of public works in the administration of the activities of the department of public works; supervises and is responsible for the personnel and activities of the general office, department of public works; approves public contracts and maintains records of progressive and final payments of same; assists in the preparation of project statements and final reports to the State of California for work on state highways and major streets within the City and County of San Francisco, as a basis for gas tax payments; supervises procedure for street improvements under the street improvement acts; responsible for the preparation of supplemental appropriation ordinances, annual budget estimates and personal service requisitions for the department; acts as director of public works in the absence of the director; and performs related duties as required.

B96 MANAGING DIRECTOR, WAR MEMORIAL-- Subject to administrative approval: has charge of and is responsible for the proper administration of the War Memorial; directs the employees engaged therein; negotiates and arranges for leasing and booking tenants and engagements for space in the buildings under control of the board of trustees of the War Memorial; executes contracts for leasing and booking when authorized; arranges for sets and drops on the stage; supervises all engagements in the opera house to the end that all rules and regulations of the board of trustees are complied with; signs and approves pay rolls, time rolls, requisitions, etc.; supervises and directs the maintenance and operation of the War Memorial buildings; recommends needed repairs; prepares and submits annual budget to the board of trustees; and performs related duties as required.

B97 EXECUTIVE SECRETARY, CHIEF ADMINISTRATIVE OFFICER--Under general administrative direction: acts as administrative assistant to the chief administrative officer; maintains contact with departments under the chief administrative officer and assists in supervising these departments; arranges departmental conferences and secures periodical and other reports regarding administration of such departments; analyzes departmental reports, makes investigations and prepares recommendations thereon for consideration of the chief administrative officer; analyzes departmental budget requests and makes investigations and reports thereon; prepares press releases and other publicity regarding operations of departments under the chief administrative officer; represents chief administrative officer at meetings; and performs related duties as required.

B98 CONFIDENTIAL SECRETARY TO THE SHERIFF--Under general direction: performs secretarial duties of confidential nature; takes dictation and transcribes it; studies and analyzes methods and procedures in sheriff's office with a view to revising them; is responsible for preparation of time rolls and related documents for the department; assists in preparation of annual budget; performs related duties as required.

B99 CONFIDENTIAL SECRETARY TO THE ASSESSOR--Under general direction: makes confidential investigations covering assessment problems and makes special re-audits of taxpayers' books; acts for the assessor in interviews with taxpayers concerning valuations and assessments; as assigned represents assessor at public meetings for the purpose of explaining or interpreting assessment laws or valuation procedures; as required prepares reports; and performs related duties as required.

B100 SUPERVISOR OF REAL PROPERTY RECORDS, ASSESSOR'S OFFICE--Under general direction: supervises and is responsible for the preparation of the real property assessment roll; is responsible for the maintenance of all records incidental thereto, including the correction of field maps, block books, and preparation of maps of new subdivisions; personally handles re-assessments and the clearing of transfers through the veterans' welfare board; reconciles the state board of equalization's "parcel" assessments with county assessments; prepares reports as needed; and performs related duties as required.

B101 SUPERVISOR OF PERSONAL PROPERTY RECORDS, ASSESSOR'S OFFICE--Under general direction: supervises and is responsible for the preparation of the personal property assessment roll and the maintenance of all records incident thereto; supervises the preparation and distribution of demands for declaration of personal property and veterans' exemption affidavits; secures lists of warehouse inventories and registration of boats under 50-ton burden for assessment purposes; prepares reports as required; and performs related duties as required.

B102-150--CASHIER SUBDIVISION

This subdivision includes only those duties which regularly and continuously involve the receiving or disbursing of money and the necessary clerical work incidental to accounting for same, or the supervision of such work. It does not include the receiving of fees or other funds incidental to other clerical operations.

B102 TELLER--Under general supervision: regularly receives money due, except where the calculation of amounts of fees, licenses, etc., is required, or pays out money against properly authorized demands; responsible for large amounts of money; maintains records of such transactions, and balances cash against such records; and performs related duties as required.

B102a Teller (Treasurer)
B102b " (Tax Collector)
B102c " (Recorder)

B103 CASHIER "C"--Under general supervision: continuously receives and accounts for city and county moneys ordinarily averaging less than five thousand dollars a day; in the recorder's office assists in computing the collecting of fees for recording documents; scrutinizes documents for proper legal form and records fees; in the park department collects daily receipts from various activities; prepares summary of receipts; makes bank deposits of money collected and submits reports thereon to controller; may make occasional disbursements from revolving fund; and performs related duties as required.

B103a Cashier "C" (Park)
B103b " " (Recorder)

B104 SENIOR TELLER--Under direction: performs duties entailing responsibility for receiving and accounting for a large amount of money; performs the duties of a teller and in addition assists in directing the work of tellers or general clerks who are collecting or paying out money; or performs the duties of a teller and in addition checks and balances tellers' transactions and the cash in the treasurer's vaults, or performs the duties of teller in the treasurer's office in the receipt of all moneys collected by the City and County of San Francisco; and performs related duties as required.

B104a Senior Teller (Treasurer)
B104b " " (Water Department)

B105 CASHIER "B"--Under direction: for a department continuously receives and accounts for city and county moneys of moderate amount, involving a knowledge of laws affecting the collection thereof; is responsible for the computing, collecting, and accounting for all moneys due in such offices as the sheriff's, recorder's, municipal court, and county clerk's office; may be responsible for the disbursement of moneys; maintains accounting and other records in connection with such actions; or acts as principal assistant to Cashier A in tax office in supervising a large group of tellers and general clerks who are collecting or paying out money; is responsible for the accounting therefor; and performs related duties as required.

B105a Cashier "B" (Tax Collector)
B105b Cashier "B" (Recorder)
B105c Cashier "B" (County Clerk)
B105d Cashier "B" (Municipal Court)
B105e Cashier "B" (Sheriff)

B108 CASHIER "A"--Under general direction: has charge of the accounting for city and county moneys of large amounts involving a knowledge of laws affecting the collection thereof; is responsible for the computing, collecting, and accounting for all moneys due in such offices as the water department, assessor's office, and tax office; acts as assistant cashier in the treasurer's office; responsible for disbursement of moneys; maintains accounting and other records in connection therewith; in addition performs responsible administrative duties in connection with fiscal procedures; and performs related duties as required.

B108a Cashier "A" (Tax Collector)
B108b Cashier "A" (Water Department)
B108c Cashier "A" (Treasurer)

B120 DIRECTOR OF ACCOUNTS AND RECORDS, ASSESSOR'S OFFICE--Under general administrative direction: directs the compilation of the real estate roll, unsecured personal property roll, and the arbitrary assessment roll; directs the work of clerks and cashiers engaged in the collection of taxes paid to the assessor on unsecured personal property; accounts for all moneys received by the assessor for the payment of taxes; develops methods and directs clerks engaged in the compilation of statistics covering real estate trends, exemptions and real property appraisals; and performs related duties as required.

B 151-200--CLERICAL-LEGAL SUBDIVISION

This subdivision includes administrative and clerical duties which require a general knowledge of the laws of the state and city ordinances and of court decisions and official regulations affecting court procedure; also the application of that knowledge in the exercise of independent judgment in accordance therewith.

B152 COURT ROOM CLERK--Under direction: performs duties requiring a knowledge of procedure and court routine; acts as court room clerk; prepares court calendar; writes up minutes of court cases; and performs related duties as required.

B152a Court Room Clerk (Municipal Court)
B152b " " " (County Clerk)

B160 LAW CLERK--Under direction: performs duties requiring thorough knowledge of statutory laws relating to department concerned and exercise of independent judgment, e.g., issues court processes and receives filings of court actions in either municipal or superior courts; makes entries in registers, indexes and dockets; prepares daily calendar of cases being prosecuted or defended by city attorney, and maintains record of service papers thereof; and performs related duties as required.

B160a Law Clerk (Municipal Court)
B160b " " (County Clerk)
B160c " " (City Attorney)

B162 ASSISTANT DIRECTOR, BUREAU OF DOMESTIC RELATIONS--Under direction: performs social and semi-legal work in the bureau of family relations in the district attorney's office; interviews citizens, social service agencies, or police interested in the issuance of complaints and citations or warrants for arrests; determines if there are sufficient grounds for issuance of legal process; hears cases involving all phases of difficulties in family relations and where possible attempts to effect a reconciliation or agreement between the parties concerning such matters as disposal of property and support; where such procedure fails or is not applicable, issues warrants to bring the case to court; prepares a case history and other official records of all cases; appears and advises a deputy district attorney in the prosecution of the criminal case; prepares for the police a description of the person to be arrested; answers correspondence from other jurisdictions or out-of-city citizens on family relation matters; and performs related duties as required.

B163 DIRECTOR, BUREAU OF DOMESTIC RELATIONS--Under general direction: has charge of the work of the bureau of domestic relations in the district attorney's office; supervises assistants issuing complaints and citations or warrants for arrest on the application of citizens, or on information furnished by social service agencies or the police; hears cases involving all phases of difficulties in domestic relations and, where possible, attempts to effect a reconciliation or agreement between the parties concerning such matters as disposal of property and support; where such procedure fails or is not applicable, issues warrants to bring the case to court; and performs related duties as required.

B164 SENIOR LAW CLERK--Under general direction: performs duties requiring thorough knowledge of statutory laws relating to the department concerned, involving responsibility for a function of a department and also the exercise of independent judgment, e.g.: performs the work of the marriage license bureau of the county clerk's office and directs the work of other performing such duties including maintenance of records and issuance of marriage licenses; interprets new legislation on registration, naturalization, initiative, referendum, recall petitions and all other matters relating to elections; performs duties of law clerk and in addition supervises the work of a group of subordinates in the county clerk's office or municipal court; and performs related duties as required.

B164a Senior Law Clerk (Municipal Court)
B164b " " " (County Clerk)
B164c " " " (Registrar)

B169 COUNTY CLERK--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of county clerk; keeps books, records, and papers filed in his office; acts as clerk of the Superior Court; issues processes and notices; keeps such indices as may be required; directs the work of employees of the office; performs all duties required by state law; and performs related duties as required.

B173 PUBLIC ADMINISTRATOR--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of public administrator; directs the work of employees engaged therein; administers and probates the estates of persons dying intestate; sees that state and other laws in

connection therewith are complied with; and performs related duties as required.

B180 ADMINISTRATIVE ASSISTANT, BOARD OF EDUCATION--Under general administrative direction: performs duties requiring a thorough knowledge of the school code, charter provisions relating to the board of education, legal opinions of the city attorney, and court decisions relating to school department affairs; prepares data and reports as requested by the board of education on matters relating to teachers' status, tenure, and proper salary ratings and such other matters concerning the board of education and its employees which may be assigned from time to time; gathers information and data for the city attorney as a basis for legal opinions or for defending or prosecuting litigation in which the board of education is involved and cooperates with the city attorney thereon; consults with the board of education or the officials of the department on matters involving application of the policy, the rules and the regulations of the board of education; and performs related duties as required.

B 201-229--GENERAL CLERICAL SUBDIVISION

This subdivision includes all duties of a clerical nature the requirements of which are not sufficiently specialized to warrant their being included in some other subdivision.

B210 OFFICE ASSISTANT--Under immediate supervision: performs simple office tasks, e.g.: runs errands; sorts and distributes mail; operates stamp machine, envelope sealer and similar office devices; mails bills; keeps department supplied with stock; runs duplicating machine. In addition in the public library performs simple library tasks, e.g.: types book slips; discharges books; renews books by telephone; maintains file of borrowers; collects and records library fines. Performs related duties as required.

B213 USHER, MAYOR'S OFFICE--Under general supervision: meets, escorts and attends visiting dignitaries being received by the mayor; announces visitors to the mayor; acts as personal and confidential attendant to the mayor in the discharge of his duties as the official and ceremonial head of the city and county government; arranges chairs, furniture and decorations for meetings and receptions in the mayor's office; acts as messenger; distributes mail; answers telephone, receives messages and reports such messages; maintains stationary supplies; and performs incidental duties as directed.

B222 GENERAL CLERK--Under general supervision: performs clerical work requiring previous training and ability to carry out a large variety of clerical assignments without detailed supervision after procedure has been explained; (incumbents are required to become familiar with policies, procedures and terminology in department or office employed but work allows little scope for independent judgment); maintains complex subject files or indexes, or locates and delivers papers such as tax bills by reference to complex indexes; makes entries involving arithmetic computations; maintains perpetual inventory records; makes postings where bookkeeping knowledge is not required; maintains control records for collections or payments such as special assessment payee records, licenses issued, or outstanding bonds; keeps general records of inmates, or of property of inmates, of institutions; accepts, records, and accounts for departmental receipts based on fixed schedules, such as water bills, fees, license payments, tax payments, etc.; registers voters; delivers personal property assessment statements and accepts declaration of personal property statements from public; and performs related duties as required.

B228 SENIOR CLERK--Under direction: supervises a group of subordinates performing clerical duties, or performs responsible clerical work with a department or subdivision thereof which work requires a comprehensive knowledge of clerical work and detailed knowledge of and adherence to laws, ordinances, regulations, policies and procedures affecting the particular function handled by such persons, but allowing for latitude for independent judgment in applying them to specific cases; and performs related duties as required.

B228a	Senior	Clerk	(Assessor)
B228b	"	"	(Tax Collector)
B228c	"	"	(Registrar)
B228d	"	"	(Recorder
B228e	"	"	(County Clerk)
B228f	"	"	(Purchasing)
B228g	"	"	(Public Works)
B228h	"	"	(Electricity)
B228i	"	"	(Public Health)
B228j	"	"	(Controller)
B228k	"	"	(Water Department)
B228m	"	"	(Education)
B228n	"	"	(Municipal Railway)
B228o	"	"	(Retirement)
B228p	"	"	(Civil Service)
B228q	"	"	(Municipal Court)
B228r	"	"	(Coroner)
B228s	"	"	(Recreation)
B228t	"	"	(Park)
B228u	"	"	(Health Service)
B228v	"	"	(Public Welfare)
B228w	"	"	(Sheriff)

B 230-250 MISCELLANEOUS ASSIGNMENT SUBDIVISION

B230 MARKET MASTER--Under direction: has charge of and operates a farmers' market; assigns space to bona fide growers; collects and accounts for fees; maintains required records; and performs related duties as required.

B234 HEAD CLERK--Under general direction: supervises a group of subordinates in clerical activities of more than routine nature, or performs unusually responsible clerical work within a department or subdivision thereof, with wide latitude to interpret general policies and procedures and requiring comprehensive knowledge of laws relating to such work; has authority for decisions on subject matter of unusual difficulty; and performs related duties as required.

B234a	Head	Clerk	(Mayor)
B234b	"	"	(Assessor)
B234c	"	"	(Sheriff)
B234d	"	"	(Municipal Court)
B234f	"	"	(Tax Collector)
B234g	"	"	(Registrar)
B234h	"	"	(Public Administrator)
B234i	"	"	(Public Works)
B234j	"	"	(Public Health)
B234k	"	"	(Controller)
B234m	"	"	(Civil Service)
B234n	"	"	(Retirement)
B234q	"	"	(Treasurer)
B234r	"	"	(Municipal Railway)
B234s	"	"	(Water Department)
B234t	"	"	(Recorder)
B234u	"	"	(Park)
B234v	"	"	(Health Service)

B235 DIRECTOR OF SERVICE, ASSESSOR'S OFFICE--Under general direction: supervises the personnel assigned to duties in connection with supplying service and information to the general public such as the legal description of property, ownership, assessed valuation of property, location of property, etc. and in cases of reported discrepancies in assessment, alleged inequalities of assessment, or errors in assessment, interviews parties of interest and directs the work of assembling the necessary data as a basis for recommendations; reports findings and recommendations to the assessors; during tax collection periods personally handles details in connection with the affidavits for specific tax exemptions filed by churches, cemetery associations, orphanages, colleges; directs and assigns duties connected with the verification of information contained in these affidavits; and performs related duties as required.

B237 MEDICAL RECORD LIBRARIAN--Under general supervision: in accordance with standard nomenclature of diseases and operations, codes and cross-indexes all medical records and pathological diagnoses on all patients discharged at a city and county hospital; assists medical staff members with research by selecting cases from the disease index pertinent to the specific research project; prepares reports from the disease and operation index as requested by the medical staff; may supervise clerical employees engaged in assembling, comparing and filing of medical records; supervises the activities of the medical record room in the absence of the senior medical record librarian; and performs related duties as required.

B238 SENIOR MEDICAL RECORD LIBRARIAN--Under direction: is responsible for the coding and cross indexing of all medical records and pathological diagnoses of patients admitted to a city and county hospital; supervises and is responsible for the activities of medical record room librarians and clerical employees assigned to medical record room; establishes and maintains procedures for collection and compilation of data from medical records and daily census reports of patients; compiles annual statistical reports relating to the type of medical and surgical care rendered; reviews medical records for completion upon discharge or death of patients; and performs related duties as required.

B239 STATISTICIAN--Under direction: performs difficult and varied statistical work in connection with codifying, compiling, tabulating, analyzing and interpreting statistical data; prepares regular and special statistical reports involving the use of narrative and graphic methods; or classifies causes of deaths according to the international code of causes of death and compiles and analyzes reports, statistics and charts relating to births, deaths, and diseases; operates or supervises the operation of statistical equipment and machines; may supervise the work of clerical assistants; and performs related duties as required.

B242 BLOCKBOOK DRAFTSMAN--Under direction: prepares maps for photostatic copy for assessor's blockbooks, works from descriptions contained in deeds, judgments, and maps filed in recorder's office, or maps in city engineer's or assessor's office; verifies or reconciles discrepancies in same; and performs related duties as required.

B245 ASSISTANT ACTUARY--Under general direction: makes actuarial calculations involving the use of and knowledge of actuarial formulae and actuarial tables;

maintains actuarial records to provide data for periodic investigations and valuations; computes benefits and their values, payable under Retirement System; prepares rolls upon which benefits are paid, and performs related duties as required.

B247 METER READER--Under general supervision: reads water meters in an assigned district and records consumption of water; when required makes "lay out" inspections; performs clerical work incidental thereto; and performs related duties as required.

B 301-324--MACHINE OPERATING SUBDIVISION

This subdivision includes only duties involving chiefly the operation of office machines combined with incidental duties of a general clerical nature. It does not include duties involving the incidental use of adding machines or other office appliances, the operation of which requires no specific training, nor does it include duties requiring the use of the typewriter, the latter being separately classified.

B301 PAY ROLL MACHINE OPERATOR--Under general supervision: calculates pay roll extensions, additions, deductions and totals on a calculating bookkeeping machine involving addition, subtraction and multiplication, but not requiring a knowledge of bookkeeping; operates other machine devices in performance of such duties; and performs related duties as required.

B302 ADDRESSING MACHINE OPERATOR--Under general supervision: operates and maintains addressing machines; makes new plates for same and renews old plates to keep mailing lists up-to-date; assembles and mails addressed matter; does incidental clerical work in connection therewith; and performs related duties as required.

B304 SENIOR ADDRESSING MACHINE OPERATOR--Under general supervision: performs the duties of an addressing machine operator and in addition directs the work of subordinates engaged in such work; and performs related duties as required.

B304a Senior Addressing Machine Operator (Controller)
B304b " " " " (Registrar)

B305 VOTING MACHINE ADJUSTER--Under general supervision: adjusts, cleans, and tests voting machines; sets and checks ballot strips therein; seals machine; distributes machines for elections and returns and stores machines after elections; recanvasses votes cast; and performs related duties as required.

B306 MULTIGRAPH OPERATOR: Under general supervision: continuously sets type, operates, and maintains a multigraph and/or multilith machine; does incidental clerical work in connection therewith; and performs related duties as required.

B308 CALCULATING MACHINE OPERATOR--Under general supervision: continuously operates a calculating machine in totaling, checking, extending, or in performing other mathematical calculations where a high degree of skill is required; performs clerical work incidental thereto; and performs related duties as required.

B308a Calculating Machine Operator (Key Drive)
B308b " " " (Rotary Type)

B309 KEY PUNCH OPERATOR, I.B.M.--Under supervision: continuously operates I.B.M. tabulating key punch equipment and/or verifier in connection with the preparation of statistical data; may incidentally operate sorter; and performs related duties as required.

B309a KEY PUNCH OPERATOR, REMINGTON RAND--Under supervision: continuously operates Remington Rand Tabulating Key Punch equipment in connection with the preparation of statistical data; may be called upon for incidental operation of other tabulating equipment; and performs related duties as required.

B310 TABULATING MACHINE OPERATOR I.B.M.--Under general supervision: performs complex tabulating operation on I.B.M. sorters, collators, interpreters, reproducers, cross-footing multipliers, alphabetic and numeric accounting machines, and related equipment; prepares regular and special reports as required; performs all necessary wiring operations from verbal or written instructions; performs incidental clerical work; may incidentally operate key punch machines; and performs related duties as required.

B310a TABULATING MACHINE OPERATOR, REMINGTON RAND--Under general supervision: performs complex tabulating operations on Remington Rand sorters, alphabetical and numerical tabulators with summary punch attachment, multiplier punch, and related equipment; prepares regular and special reports as required; performs all necessary mechanical set-up from verbal or written instructions; performs incidental clerical work; may incidentally operate key punch machine; and performs related duties as required.

B310.1 SENIOR TABULATING MACHINE OPERATOR, I.B.M.--Under direction: supervises the work of I.B.M. tabulating machine and key punch operators and when required performs the duties of such operators; devises procedures and forms and establishes codes and classifications in the use of statistical machine equipment; prepares

regular and special reports as required; and performs related duties as required.

B310.1a SENIOR TABULATING MACHINE OPERATOR, REMINGTON RAND--Under direction: supervises the work of Remington Rand tabulating machine and key punch operators and when required performs the duties of such operators; devises procedures and forms and establishes codes and classifications in the use of statistical machine equipment; prepares regular and special reports as required; and performs related duties as required.

B310.3 SUPERVISOR, TABULATING AND REPRODUCTION BUREAU, PURCHASING DEPARTMENT--Under general direction: is responsible for the operations of the Tabulating and Reproduction Bureaus of the Purchasing Department; consults with department heads and makes recommendations regarding the use of tabulating and reproduction services; studies, designs and installs tabulating and reproducing procedures and recommends possible improvements for departments requesting such assistance; determines objectives, work methods, flow of work, assignments and plans and is responsible for the coordination, production control and housekeeping supervision for the personnel of the Tabulating and Reproduction Bureaus; prepares schedules of charges for tabulating and reproduction services; requisitions supplies and controls their use; and performs related duties as required.

B310.4 SUPERVISOR, TABULATING DIVISION--Under general direction: is responsible for the operations of a large tabulating division handling a variety of diversified reports; makes recommendations regarding the use of tabulating services; studies, designs, and installs tabulating procedures for statistical or accounting operations; figures cost of tabulating services; plans, assigns, supervises and coordinates the work of tabulating and key punch operators; and performs related duties as required.

B311 BOOKKEEPING MACHINE OPERATOR--Under general supervision: performs duties requiring an elementary knowledge of bookkeeping, and skill and experience in the operation of machine bookkeeping devices, in addition must have ability to learn to operate specialized equipment; in the controller's office maintains the appropriation ledgers, or the warrant register on a complex accounting machine and prepares monthly summaries of the accounting and financial data reflected thereon; operates a bookkeeping machine used for the batching of warrants and incumbrance liquidations; in the water department operates special billing and accounting machines calculating and preparing water bills; performs incidental clerical duties in connection therewith; and performs related duties as required.

B312 SENIOR BOOKKEEPING MACHINE OPERATOR--Under direction: performs the duties of bookkeeping machine operator and in addition supervises the work of a group of bookkeeping machine operators; or performs more responsible machine operations, e.g.: in controller's office annually closes out departmental accounts; sets up new accounts for budgets; makes allotments and establishes tax delinquency reserves; in water department handles control accounts covering work performed by bookkeeping machine operators; and performs related duties as required.

B312a Senior Bookkeeping Machine Operator (Controller)
B312b Senior Bookkeeping Machine Operator (Public Utilities)

B 325-350--PHOTOGRAPHIC AND BLUE PRINTING SUBDIVISION

This subdivision includes only those duties involving the operation of blue printing and photostat machines, the taking of photographs and the developing and printing of same, and incidental duties of a general clerical nature.

B325 BLUEPRINTER--Under general supervision: operates blue printing machines; makes negatives, blue prints, blue line prints, cloth prints, etc.; assists with photostat machine or with photography as directed; and performs related duties as required.

B327 PHOTOSTAT OPERATOR--Under general supervision: operates photostat machine; helps with blue printing and photography as required; keeps records of work performed; and performs related duties as required.

B330 PHOTOGRAPHER--Under general supervision: takes photographs; developes negatives; makes prints and enlargements; mounts and maintains file of pictures; may make lantern slides; maintains equipment; and performs related duties as required.

B330a Photographer (Public Utilities)
B330b Photographer (Public Health)
B330c Photographer (Purchaser)
B330d Photographer (Art and Museum Service)

B 351-400--PURCHASING AND STOREKEEPING SUBDIVISION

This subdivision includes only duties regularly involving responsibility for the purchasing of goods on one's own initiative or for the maintenance of stores and stores records. Duties involving only the handling of purchase orders, the keeping of records, or the moving of materials stored are not included.

B352 STOREKEEPER--Under supervision: requisitions, receives, inspects, stores and issues supplies or equipment of a limited variety; prepares periodic inventories or assists in maintaining a perpetual inventory; requisitions those items which have been depleted; keeps records of supplies issued; and performs related duties as required.

B354 GENERAL STOREKEEPER--Under general supervision: requisitions, receives, inspects, stores, and issues a wide variety and/or a large volume of supplies and/or equipment; prepares periodic inventories or assists in maintaining a perpetual inventory; requisitions those items which have become depleted; keeps records of supplies and/or equipment issued; may direct one or more assistants; and performs related duties as required.

B354a General Storekeeper (Education)
B354b " " (Purchasing)

B355 CUSTODIAN OF VOTING MACHINES--Under general direction: has charge of all voting machines of the city and county; is responsible for the proper preparation of such machines for elections held under election laws and for the proper custody of such machines at all times; receives, checks, stores, and issues voting machines and election supplies and keeps required records thereof; directs the work of subordinates who insert ballot labels in machines, set, check, and seal such machines, and recanvass the votes cast; directs the moving, warehousing, and maintenance of machines; and performs related duties as required.

B358 ASSISTANT STATIONERY BUYER--Under direction: performs duties requiring thorough knowledge of paper, printing, and stationery supplies; assists in standardizing the paper and printing requirements of the various departments and in preparing consolidated schedules and specifications for same; tests samples submitted; assists in placing of orders; and performs related duties as required.

B360 PRINTING AND STATIONERY BUYER--Under general direction: performs purchasing duties requiring a thorough knowledge of paper, printing and stationery supplies; is responsible for the preparation of consolidated schedules of requirements of the city and county for stationery, paper, books, and printing, and for specifications for these materials; standardizes requirements for the above where possible; assists in placing orders; and performs related duties as required.

B366 ASSISTANT PURCHASER OF SUPPLIES--Under general direction: purchases and supervises the purchasing of a large and varied group of materials, supplies and equipment; supervises the work of a small clerical staff; and performs related duties as required.

B368 CHIEF ASSISTANT PURCHASER OF SUPPLIES--Under general administrative direction: acts as principal assistant to the purchaser of supplies in the purchasing and supervision of purchasing of all materials, supplies and equipment used by the city and county; has general supervision of the buying and accounting units of the purchasing department, and of the personnel thereof, and makes all assignments of work; is responsible for the preparation of contracts and of consolidated schedules, the issuance of purchase orders and the checking of invoices; and performs related duties as required.

B374 PURCHASER OF SUPPLIES--Subject to administrative approval: has charge of and is responsible for the proper administration of the purchasing department, the operation of central stores and warehouses, and the operation of central garages and shops; directs the purchasing of all supplies and equipment used by the city and county including the negotiation of contracts for the purchase of goods and services and the preparation and issuance of purchase orders; prepares and issues standardized specifications and consolidated schedules of bids and awards on supply contracts; maintains the general inventory system covering equipment in all departments and arranges the transfer of equipment and supplies between departments; handles all sales of personal property of the city and county for all departments; is jointly responsible with the controller for the checking of and approval before payment of all bills for goods and services; directs the operation of the central tabulating bureau; and performs related duties as required.

B380 ARMORER, R.O.T.C.--Under general supervision: acts as custodian of R.O.T.C. equipment and supplies; has charge of uniforms, rifles, swords, targets, ammunition, etc. of R.O.T.C., involving responsibility for proper recording, issuing and collection of such equipment; maintains equipment and makes minor repairs; and performs related duties as required.

B382 SUPERVISOR, EQUIPMENT AND SUPPLIES--Under general supervision: maintains inventory control of materials, supplies, and equipment; checks and analyzes requisitions before purchases are made; effects transfer of surplus supplies, material and equipment between departments; maintains record for control of and disposition of obsolete, old or unused supplies and equipment, and arranges for sale or other disposition of such property; and performs related duties as required.

B 401-450--STENOGRAPHIC SUBDIVISION

This subdivision includes all duties involving stenographic ability, whether as a major or as a minor requirement.

B408 GENERAL CLERK-STENOGRAPHER--Under general supervision: performs general and varied stenographic work requiring considerable training, skill and experience; may in addition as a part of the job perform clerical duties equivalent in scope to that performed by general clerks; and performs related duties as required.

B410 LEGAL STENOGRAPHER--Under general supervision: performs stenographic work requiring knowledge of legal terminology and procedures, and the form of pleadings, stipulations, notices, contracts, briefs, transcripts and legal pleadings generally; completes blank legal forms and prepares ordinary legal pleadings from rough draft; and performs related duties as required.

B412 SENIOR CLERK-STENOGRAPHER--Under direction: takes and transcribes dictation requiring considerable training, skill and experience and as part of job performs clerical duties equivalent in scope to those performed by senior clerks; performs stenographic duties involving the taking of verbatim testimony or proceedings, or stenographic duties of a confidential or specialized secretarial nature; or performs duties of a general clerk-stenographer, and in addition supervises a group of subordinates; and performs related duties as required.

B412b	Senior	Clerk	Stenographer	(Assessor)
B412c	"	"	"	(Police)
B412d	"	"	"	(Tax Collector)
B412e	"	"	"	(Public Health)
B412f	"	"	"	(Airport)
B412g	"	"	"	(Education)
B412i	"	"	"	(Retirement)
B412j	"	"	"	(Public Administrator)
B412k	"	"	"	(Fire)
B412l	"	"	"	(Public Welfare)
B412m	"	"	"	(City Planning)
B412n	"	"	"	(Chief Administrative Officer)
B412q	"	"	"	(Mayor)
B412r	"	"	"	(Health Service)
B412s	"	"	"	(Juvenile Court)
B412t	"	"	"	(Hetch Hetchy and Utilities Engineering Bureau, Public Utilities Commission)

B413 ASSISTANT CLERK, BOARD OF SUPERVISORS--Under general direction: performs duties requiring a thorough knowledge of legislative procedure and resolutions and ordinances of the board of supervisors; prepares calendars of official committees of the board of supervisors and sends out notices incidental thereto; maintains records of proceedings and actions taken; prepares resolutions; prepares official advertising to complete legislative action; and performs related duties as required.

B417 EXECUTIVE SECRETARY TO THE CONTROLLER--Under general direction: acts as executive secretary to the controller; assigns, coordinates, directs, and reviews the work of the controller's secretarial staff and stenographic pool; serves as secretary to various committees; exercises supervision over the performance of administrative detail, such as the maintenance of records of stop notices against and assignments of city and county disbursements and the clearance of said disbursements against these records; the maintenance of the register of claims for damages against the city and county; the requisitioning, allocation, and distribution of materials; supplies, equipment, and contractual services for the controller's office; the maintenance of office personnel records; the maintenance of records of insurance and surety bonds of city and county officers and employees; and the referral of the latter for approval and recordation as required by law. Carries on correspondence incidental to the duties of this position; takes stenographic notes and prepares verbatim and abridged reports of committee meetings, hearings, conferences and similar proceedings; and performs related duties as required.

B419.1 SECRETARY, PUBLIC WELFARE COMMISSION--Subject to administrative approval; acts as secretary to the public welfare commission; prepares agenda and minutes of meetings; arranges for hearings by the public welfare commission; notifies interested parties of commission actions, handles correspondence for commission members; interviews agents from other welfare agencies on matters of appeal from denials of public assistance; and performs related duties as required.

B420 PHONOGRAPHIC REPORTER--Regularly reports verbatim proceedings of a legislative body, or acts as official reporter at coroner's inquests.

B422 HEARING REPORTER--Regularly reports verbatim proceedings in special departmental hearings, such as departmental dismissal proceedings, or retirement board or police department hearings, when such service is not continuous.

B423 ASSISTANT TO CITY LIBRARIAN--Under general direction: coordinates personnel assignment schedules; prepares timerolls; maintains personnel records, pre-

pares annual salary schedules; adjusts complaints; handles correspondence; and performs related duties as required.

B424 ASSISTANT TO THE DIRECTOR, M. H. deYOUNG MEMORIAL MUSEUM--Under general direction: handles all of the correspondence and reports for the director of the M. H. deYoung Memorial Museum; maintains files; assembles material for the preparation of art essays, articles, and lectures; assists in translating and writing of articles and correspondence in a modern foreign language, makes appointments for the Director; and performs other related duties as required.

B425 ASSISTANT TO DIRECTOR, CALIFORNIA PALACE OF THE LEGION OF HONOR--Under general direction: handles all of the correspondence and reports for the Director of the California Palace of the Legion of Honor; maintains files; assembles material for the preparation of art essays, articles, and lectures; assists in translating and writing articles and correspondence in a modern foreign language; makes appointments for the Director; and performs other related duties as required.

B 451-500--TELEPHONE OPERATING SUBDIVISION

This subdivision includes only duties involving the operation of multiple telephone switchboards and assigned clerical work.

B454 TELEPHONE OPERATOR--Under general supervision: operates a private branch multiple telephone switchboard and performs incidental related work such as receiving and transmitting messages or checking telephone bills; may when telephone operating duties permit also perform work of a secretarial nature or perform clerical duties of the scope usually performed by general clerks; and performs related duties as required.

B458 CHIEF TELEPHONE OPERATOR--Under direction: performs the duties of a telephone operator, and in addition directs a group of telephone operators; adjusts complaints regarding telephone service; checks long distance bills and reallocates charge to various departments; maintains city hall directory; and performs related duties as required.

B 501-550--TYPING SUBDIVISION

This subdivision includes all duties involving typing ability (except where stenographic duties are also required), whether such duties are a major or a minor requirement.

B510 BRAILLE TYPIST--Under general supervision: types reports and letters from Braille system translations.

B512 GENERAL CLERK-TYPIST--Under general supervision: performs general and varied typing work requiring considerable training, skill and experience; transcribes dictaphone records; may in addition and as part of the job perform clerical duties equivalent in scope to those performed by general clerks; and performs related duties as required.

B516 SENIOR CLERK-TYPIST--Under direction: performs general and varied typing work requiring considerable training, skill and experience, and as part of the job performs clerical duties equivalent in scope to those performed by senior clerks; or performs duties of a general clerk-typist, and, in addition supervises a group of subordinates; and performs related duties as required.

B516a Senior Clerk-Typist (Public Welfare)
B516b Senior Clerk-Typist (Public Library)
B516c Senior Clerk-Typist (Civil Service)
B516d Senior Clerk-Typist (Juvenile Court)
B516e Senior Clerk-Typist (Public Health)
B516f Senior Clerk-Typist (Municipal Railway)

ADDITIONS TO DIVISION B - CLERICAL SERVICE

B91.1 DIRECTOR, BUREAU OF PURCHASE AND USE TAX--Under general administrative direction: supervises the collection of the purchase and use tax imposed by ordinance of the board of supervisors; maintains necessary records; makes daily accounting and settlement of such collections; requires an intimate knowledge of all ordinances relating to the purchase and use tax and related matters; supervises subordinates assigned to the bureau; and performs related duties as required.

DIVISION C

CUSTODIAL SERVICE

This division includes duties involving the custody and cleaning of public buildings or other city property; also the guarding of city property.

C2 ASSISTANT SUPERINTENDENT OF AUDITORIUM--Under direction: assists the superintendent in assigning space in the auditorium and in supervising the care and use of the building; supervises the arranging of the auditorium for basketball games, fights, dances and similar affairs; and performs related duties as required.

C4 SUPERINTENDENT OF AUDITORIUM--Under general direction: is responsible for the care and use of the Exposition Auditorium, arranges for its leasing, for collection of rents and for collection of damages causes by lessees; is responsible for bookings and contracts in connection therewith; reports on needed repairs; and performs related duties as required.

C52 ELEVATOR OPERATOR--Under supervision: operates an elevator in the transportation of passengers, materials, equipment and supplies between floors; directs passengers; and performs related duties as required.

C101 DRESSING ROOM MAID--Under supervision: acts as an attendant in ladies' dressing rooms in public buildings; keeps rooms clean; and performs related duties as required.

C102 JANITRESS--Under supervision: cleans, scrubs and mops floors and walls; washes glass doors, partitions and windows, which are not at dangerous heights; keeps offices, halls, dressing rooms and stairways in clean, orderly condition; and performs related duties as required.

C102.1 SCHOOL JANITRESS--Under supervision: cleans, scrubs and mops floors and walls; washes glass doors, partitions and windows, which are not at dangerous heights; keeps offices, school rooms, halls, dressing rooms and stairways in clean, orderly condition; maintains order and discipline among children as directed; and performs related duties as required.

C103 CHECKROOM ATTENDANT--Under supervision: acts as an attendant in a checkroom; keeps attendance records; checks articles; gives information and directions; and performs related duties as required.

C104 JANITOR--Under supervision: cleans, scrubs, and mops floors and walls in buildings; polishes brass and marble; waxes floors; washes windows which are not at dangerous heights; keeps offices, halls, dressing rooms and stairways in clean, orderly condition; places and removes temporary seats, assists in the preparation and decoration of stages and platforms; cleans up rubbish from grounds, or, as an incident to these duties cares for lawns and shrubbery; makes minor repairs; regulates heating and ventilating; and performs related duties as required.

C104.1 CAR CLEANER--Under supervision: keeps street cars, buses and trolley coaches clean and in a sanitary condition; sweeps; washes windows; fills sand boxes; and performs related duties as required.

C105 WORKING FOREMAN CAR CLEANER--Under general supervision: performs the duties of a car cleaner and incidentally supervises the work of a group of car cleaners; and performs related duties as required.

C106 SCHOOL JANITOR--Under supervision: cleans, scrubs and mops floors and walls in buildings; polishes brass and marble; waxes floors; washes windows which are not at dangerous heights; keeps schools, offices, halls, dressing rooms and stairways in clean, orderly condition; places and removes temporary seats; assists in the preparation and decoration of stages and platforms; may incidentally operate stage equipment; cleans up rubbish from grounds, or as an incident to these duties, cares for lawns and shrubbery; makes minor and emergency repairs; regulates heating and ventilating; receives and checks school supplies and equipment; polices school buildings for unauthbrized entry; checks fire hazards and fire equipment; as directed, requisitions supplies, repairs and equipment; and performs related duties as required.

C106.1 WORKING FOREMAN SCHOOL JANITOR--Under general supervision: performs the duties of a school janitor and incidentally supervises the work of a group of school janitors, requisitions and checks delivery of supplies and equipment; reports on performance of new employes; and performs related duties as required.

C106.2 FOREMAN SCHOOL JANITOR--Under direction: supervises several groups of school janitors; checks performance and reports on fitness of employees assigned; requisitions and checks delivery of supplies and equipment; keeps time of subordinates; and performs related duties as required.

C107 WORKING FOREMAN JANITOR--Under general supervision: performs the duties of a janitor and incidently supervises the work of a group of janitors; and

performs related duties as required.

C107a	Working	Foreman	Janitor	(Education)
C107b	"	"	"	(Public Works)
C107c	"	"	"	(Public Library)
C107d	"	"	"	(Public Welfare)
C107e	"	"	"	(Public Utilities)
C107f	"	"	"	(Legion of Honor)
C107g	"	"	"	(Park)
C107h	"	"	"	(Juvenile Detention Home)

C108 FOREMAN JANITOR--Under direction: supervises a large group of janitors; requisitions and checks delivery of supplies; keeps time of subordinates; and performs related duties as required.

C108b	Foreman Janitor	(Public Works)
C108c	" "	(War Memorial)

C109 STAGE HAND--Under the direct supervision of a stage electrician, stage carpenter or a stage property man, performs duties peculiar to one or more of these classes of work.

C110 SUPERVISOR OF JANITORS--Under general direction: regularly plans and directs the work of several groups of janitors, which groups may be working at different locations; requisitions and checks deliveries of supplies; keeps time of subordinates; investigates and adjusts complaints relating to janitorial service; supervises the training of new janitors; and performs related duties as required.

C110a Supervisor of Janitors (Public Works)

C111 ASSISTANT SUPERVISOR OF SCHOOL JANITORS--Under direction: as assistant to the Supervisor of School Janitors supervises janitorial training program; trains new school janitors in proper performance of duties and with respect to proper use of equipment and materials; checks and reports on fitness of new employees; as directed, checks and installs new work schedules; keeps time of subordinates; and performs related duties as required.

C112 SUPERVISOR OF SCHOOL JANITORS--Under general supervision: regularly plans and directs the assignment and work of all school janitors; keeps time of subordinates; investigates and adjusts complaints and disputes relating to janitorial service; supervises the training of new school janitors; and performs related duties as required.

C152 WATCHMAN--Under supervision: during an assigned watch, guards public property; patrols public buildings or grounds at regular intervals; watches bridges; stops traffic before bridge is raised; signals bridge operator when passage is clear; greases mechanism of bridges; secures name of witness and other information in case of accidents; operates stop and go signals to provide right of way for municipal transportation and acts as flagman at crossings; makes required reports; and performs related duties as required.

C160 HARBORMASTER--Under general supervision: is responsible for the operation of Marina Yacht Harbor and for the patrol of harbor and custody of boats moored therein, e.g.: receives application for mooring space and makes assignments of permanent and temporary berths; keeps daily log of arrivals and departures of all boats in the harbor; maintains harbor grounds and equipment and inventory of supplies; enforces rules and regulations governing operation of the harbor; and performs related duties as required.

C162 CUSTODIAN, COIT TOWER--Under general supervision: is responsible for the operation and maintenance of Coit Memorial Tower; supervises subordinates engaged in such work; gives information to general public regarding history of the tower, of the murals contained therein, and of San Francisco; requisitions and maintains inventory of supplies and equipment; periodically inspects building and grounds; and performs related duties as required.

C180 GALLERY ATTENDANT--Under supervision: attends galleries in a museum for the purpose of guarding exhibits and giving information; incidentally performs janitorial work in connection with the upkeep and care of galleries and exhibits; may patrol outside grounds of museum; and performs related duties as required.

C182 ASSISTANT HEAD GALLERY ATTENDANT--Under general supervision: acts as gallery attendant and incidentally assists the head gallery attendant in assigning and supervising other gallery attendants; and performs related duties as required.

C182a	Assistant	Head	Gallery	Attendant	(deYoung Museum)
C182b	"	"	"	"	(Legion of Honor)

C184 HEAD GALLERY ATTENDANT--Under direction: assigns and supervises gallery attendants; makes out work schedules; and performs related duties as required.

C202 WINDOW CLEANER--Under supervision: regularly cleans windows, which may involve work at dangerous heights; and performs related duties as required.

C204 SUB-FOREMAN WINDOW CLEANER--Under general supervision: performs duties of a window cleaner, which may involve work at dangerous heights; supervises the work of a small group of window cleaners; and performs related duties as required.

C251 SUPERVISOR OF OPERA HOUSE ATTENDANTS--Under general supervision: supervises the work of opera house attendants; makes assignments; acts as head usher in charge of seating and direction of audience; and performs related duties as required.

C252 OPERA HOUSE ATTENDANT--Under supervision: performs routine duties of ushers, ticket collectors, stage door keepers, guides, program boys, hat check girls; and performs related duties as required.

DIVISION D

DETENTION SERVICE

This division includes duties involving responsibility for the custody of prisoners; for the execution of attachments, writs, processes, jury summonses, or orders of the court; for the maintenance of order in court; for the guarding of private property under attachment; and for the transportation of prisoners, insane persons, juvenile offenders, and orphans to state institutions. (For regular duties as peace officer or detective, see police division; for corrective work in juvenile detention home, see welfare division; for guarding of public property, see custodial division.)

D2 BAILIFF--Under general supervision: maintains order in a court; guards juries; is responsible for custody of prisoners while in court or for conducting prisoners between jails and court; serves jury summonses; executes court orders; may conduct prisoners, insane persons, juvenile offenders or orphans to state institutions; may incidentally serve attachments, writs, or processes; and performs related duties as required.

D5 DETENTION HOSPITAL BAILIFF--Under general supervision: performs the duties of a bailiff when the duties involve the handling of insane patients, narcotic addicts, alcoholics, and feeble minded persons; makes arrangements for transporting such patients to state hospitals including assignment of personnel to escort such patients; cares for the personal property of patients; is responsible and accounts for funds advanced from sheriff's revolving fund for transportation of patients and deputies; keeps required records; and performs related duties as required.

D6 SPECIAL OFFICER--Under general supervision: makes investigations to determine who may be responsible for commitment of psychiatric cases to state hospitals and, when proper, initiates procedures for such commitment; acts as liaison officer between patient and the agencies involved, such as the district attorney's office, the police department, the Superior Court, the department of public health, and social agencies; sees that required action is taken to accomplish legal disposition of the case; and performs related duties as required.

D52 JAIL MATRON--Under general supervision: during an assigned watch, is responsible for the custody of female prisoners confined to jail or working on assigned duties about the jail; conducts female prisoners between jails and courts or from jails to state prisons and female insane persons to state institutions; and performs related duties as required.

D54 HEAD JAIL MATRON--Under direction: is responsible for the administration of a small jail in which women are confined; supervises a group of jail matrons; assigns posts and duties; checks prisoners; requisitions and checks delivery of supplies; and performs related duties as required.

D54a Head Jail Matron (Sheriff)
D54b " " " (Police)

D60 JAILER--Under general supervision: during an assigned watch is responsible for the custody of prisoners confined to jail or working on assigned duties about the jail; conducts prisoners between jails and courts or from jails to state prisons; may conduct insane persons, jevenile offenders, or orphans to state institutions; and performs related duties as required.

D65 CAPTAIN OF WATCH--Under direction: during an assigned watch supervises a group of jailers; assigns posts and duties; checks prisoners; during night shift or in absence of superintendent of jail has charge of jail; assists the superintendent in duties involving supervisory responsibility; and performs related duties as required.

D66 SUPERINTENDENT OF JAIL--Under general administrative direction: has charge of a separately maintained jail; directs the receiving, custody, discipline, and discharge of prisoners; is responsible for the care and maintenance of buildings and grounds; directs the keeping of records relating to operations, equipment, personnel, inmates, and property of inmates; prepares required reports; and performs related duties as required.

D102 WRIT SERVER--Under general supervision: serves or executes attachments, writs, processes, or orders of the court and keeps such records as are required; when required, conducts prisoners to state prisons, or insane persons, juvenile offenders, or orphans to state institutions; serves jury summonses; is required to work irregular and extra hours on city and county business; and performs related duties as required.

D152 KEEPER--Under general supervision; guards property under attachments; delivers daily receipts to sheriff's office; prevents unauthorized removal of property under attachment; supervises removal of seized property as directed;

and performs related duties as required.

D154 HEAD KEEPER--Under direction: supervises the work of keepers guarding property under attachment; receives and accounts for money collected from said keepers; supervises the placing of sheriff's locks on premises where property is held under attachment or execution; authorizes and supervises removal of of such property; may also advertise and conduct sheriff's sales; and performs related duties as required.

DIVISION E

ELECTRICAL TRADES SERVICE

This division includes duties requiring skill in the electrical trades, the supervision or inspection of such duties, and the duties of assistants which require previous experience in these trades.

Duties normally allied with the building trades, such as those of electricians and electrical inspectors, have been included here for better comparison with related employments.

(For duties requiring professional electrical engineering qualifications, see engineering division.)

E2 LINE INSPECTOR--Under direction: inspects overhead electrical and radio wiring systems and installations to insure adherence to laws and ordinances and orders of the state railroad commission relative to elevation, clearance, and other safety factors; makes required reports; and performs related duties as required.

E4 ELECTRICAL INSPECTOR--Under direction: inspects electrical installations and constructions in or about buildings for purpose of enforcing laws and ordinances; makes required reports; and performs related duties as required.

E8 CHIEF ELECTRICAL INSPECTOR--Under general direction: assigns, supervises and reviews the work of electrical inspectors; approves or disapproves plans and specifications for electrical installations; supervises the maintenance of inspection records; makes required reports; and performs related duties as required.

E52 FIRE DISPATCHER--Under general supervision: performs duties requiring the skill of an experienced telegraph operator, such as operating telegraph and radio transmitting equipment in the reception of fire alarms, relaying alarms to all fire companies, receiving and sending messages in Morse Code; assigns equipment in response to "still alarms"; tests circuits and assists in locating circuit defects; makes emergency repairs to central station equipment; and performs related duties as required.

E54 CHIEF FIRE DISPATCHER--Under direction: supervises a group of fire dispatchers; is responsible for training of new fire dispatchers; directs testing of equipment; maintains required records; makes required reports; and performs related duties as required.

E104 BATTERYMAN-ELECTRICIAN--Under general supervision: performs duties requiring the skill and experience of a journeyman electrician and experience in overhauling automobile storage batteries, e.g.: overhauls, repairs, assembles, charges, installs, inspects automobile storage batteries; keeps such batteries in good condition; adjusts and repairs automobile ignition and lighting systems and magnetos; performs related duties as required.

E105 ARMATURE WINDER'S HELPER--Under supervision: assists an armature winder and makes repairs to armatures and fields by stripping, banding, insulating and soldering fields and armatures; winds field coils; winds and tapes coils; and performs related duties as required.

E106 ARMATURE WINDER--Under general supervision: performs duties requiring skill and experience in upkeep of armatures, e.g.: rewinds and repairs armatures; winds new coils on armatures of used generators or motors; cuts insulating material to fit slots on armature core; and performs related duties as required.

E106.1 FOREMAN ARMATURE WINDER--Under direction: supervises the work of a group or groups of armature winders and armature winder's helpers; requisitions and checks deliveries of materials; keeps time of subordinates; and performs related duties as required.

E107 POWER HOUSE ELECTRICIAN--Under general supervision: performs duties requiring the skill and experience of a journeyman electrician and experience on power house equipment; repairs and maintains electrical equipment such as generators, motors, transformers, oil circuit breakers, etc. used in the production of power at power houses; tests and adjusts relays, meters, regulators, etc.; and performs related duties as required.

E107.1 FOREMAN POWER HOUSE ELECTRICIAN--Under direction: supervises the work of a group or groups of employees engaged in the maintenance and repair of equipment in power stations; directs the use of special tools and rigging provided for dismantling, repairing, and rewinding of all power house equipment; requisitions and checks delivery of materials; makes required reports; and performs related duties as required.

E108 ELECTRICIAN--Under general supervision: performs duties requiring the skill and experience of a journeyman electrician, e.g.: installs, repairs, and maintains general electrical equipment, wiring and cable and conduit systems exclusive of cable splicing; services and maintains sport field flood light equipment; installs and maintains all types of electrical apparatus such as scientific electrical apparatus, sterilizers, x-ray apparatus, inter-communicating telephone systems, electrical clock systems and similar devices; and per-

forms related duties as required.

E108.1 FOREMAN ELECTRICIAN--Under direction; supervises the work of a group of electricians; makes estimate of needs and fills out work orders and monthly requisitions; keeps job supplied with materials and moves men from job to job; keeps time of subordinates; does trouble shooting and assists in emergency jobs; and performs related duties as required.

E109 STAGE ELECTRICIAN--Under general supervision: performs duties requiring the qualifications of a journeyman electrician with experience in stage work, e.g.: maintains and operates all stage electrical wiring and equipment at War Memorial buildings; maintains house lights; produces such lighting effects as may be required in various performances; and performs related duties as required.

E110 RADIO MAINTENANCE MAN--Under general supervision: performs duties requiring wide experience with and technical knowledge of radio broadcast and receiving equipment and apparatus, e.g.: installs, repairs, and maintains radio receiving sets in fire department and police cars; repairs and maintains radio broadcast transmitter equipment and apparatus; and performs related duties as required.

E111 GENERAL FOREMAN ELECTRICIAN--Under general direction: regularly plans and directs the work of several groups of electricians, which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

E116 SUPERINTENDENT OF PLANT--Under general administrative direction; has charge of maintenance of equipment and apparatus in connection with the central fire alarm station; directs the construction according to specifications, of police, fire, and traffic signal system devices; maintains police, fire, and traffic signal systems including teletype system, short wave radio system for mobile cars, and public address amplifying apparatus; and performs related duties as required.

E117 ASSISTANT SUPERINTENDENT OF PLANT--Under general direction: assists the superintendent of plant in the direction of the maintenance and installation of traffic signal, police and fire communication systems; supervises personnel engaged in maintenance of such systems; keeps time and production records; requisitions and checks delivery of materials; and performs related duties as required.

E120 GOVERNORMAN--Under supervision: operates governors regulating flow of water against water wheels at a power house; operates generators, oil pressure sets, pumps, and auxiliary equipment in connection with generation of electric power; or acts as assistant to a Power House Operator in a sub-station; makes minor repairs and adjustments to equipment; and performs related duties as required.

E122 POWER HOUSE OPERATOR--Under general supervision: is responsible during assigned watch for the operation of the switchboard at a power house; cleans generators, transformers, and motors; maintains log of operations; supervises governormen assigned to watch; and performs related duties as required.

E124 SENIOR POWER HOUSE OPERATOR--Under direction: acts as Power House Operator and in addition supervises the work of Power House Operators and Governormen in a power house or sub-station; requisitions and checks delivery of supplies; maintains required records; makes required reports; and performs related duties as required.

E128 SUPERINTENDENT OF POWER HOUSE--Under general direction: supervises the operation and maintenance of a large power plant, the operation and maintenance of stationary engines, turbines, generators, switchboards, transformers, and other equipment and property therein; may have responsibility for repairs and maintenance of camps, canals, roads, flumes, etc., adjacent thereto; has direction of employees in subordinate positions engaged in maintenace and repair work in power house; and performs related duties as required.

E130 ELEVATOR MECHANIC--Under general supervision: performs duties requiring the skill and experience of a journeyman elevator mechanic, such as maintaining and repairing mechanical and electrical devices and equipment of elevators, such as sliders, bridges, orchestra lifts, scene storage elevators, and similar equipment; and performs related duties as required.

E150 LINEMAN HELPER--Under supervision: assists lineman in the repair and maintenance of power transmission lines and auxiliaries; and performs related duties as required.

E154 LINEMAN--Under general supervision: performs duties requiring the skill and experience of a journeyman lineman, e.g.: erects poles, strings and maintains electric light, power, trolley, telephone, or signal lines or cables; tests lines and signal apparatus and removes and replaces defective apparatus; maintains high tension lines, transmission towers, sub-stations and auxiliary equipment; may supervise and instruct helpers; and performs related duties as required.

E156 CABLE SPLICER--Under general supervision: performs duties requiring the skill and experience of a journeyman cable splicer, e.g.: makes splices and joints in lead-covered cables for light, power, and signal purposes; repairs, connects, and tests cables up to and including their terminals; and performs related duties as required.

E160 FOREMAN LINEMAN--Under direction: supervises the work of a group or groups of linemen in construction and maintenance of trolley systems; police, fire, and traffic signal systems; may involve supervision of construction and maintenance of high tension power and telephone lines including the placing and maintenance of motors, transformers, circuit breakers, switches, and similar devices; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

E160a	Foreman Lineman	(Electricity)
E160b	" "	(Municipal Railway)
E160c	" "	(High Tension Lines)

E161 GENERAL FOREMAN LINEMAN--Under general direction: regularly plans and directs the work of several groups of linemen which groups may be working at different locations; lays out and directs the construction and repair of lines according to specifications; estimates costs; requistions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

E200 ELECTRICAL RAILWAY SHOP MECHANIC--Under supervision: removes, replaces and repairs seats, sand boxes, trolley catchers, retrievers, gate engines, gates, entrance and exit steps, sign boxes, current collecting equipment; tightens bolts and axle bearing caps; grinds and finishes electric welds; removes and replaces motors in street cars and trolley coaches; makes necessary repairs to street car trucks; tightens air pipes; removes and replaces brake shoes and brake equipment; recondi'ons, removes and/or replaces sanders; assists in trouble-shooting and wrecking; assists in repair of street car and cable car body structures; and performs related duties as required.

E202 SENIOR ELECTRICAL RAILWAY SHOP MECHANIC--Under general supervision: maintains, lubricates, and repairs mechanical and electrical parts, storage batteries, and apparatus; removes, replaces, adjusts and or repairs defective or worn parts and equipment; tests electrical supply and control circuits; repairs and maintains electrical wiring and replaces same; repairs and adjusts magnetic, dynamic and air brake apparatus including air line pipes and related apparatus on street cars and trolley coaches; repairs motors, controllers, switch groups, relays, protective devices, compressors, electrically and hand operated fare boxes; performs emergency repairs on wrecks on road; operates pit grinder to grind wheels on street car; and performs related duties as required.

E206 SUB-FOREMAN ELECTRICAL RAILWAY SHOP MECHANIC--Under general supervision: performs duties of a senior electrical railway shop mechanic; supervises the work of a small group of electrical railway shop mechanics and senior electrical railway shop mechanics; and performs related duties as required.

E208 FOREMAN ELECTRICAL RAILWAY SHOP MECHANIC--Under direction: supervises the work of a group or groups of electrical railway shop mechanics and other employees performing related duties; requisitions and checks delivery of materials; keeps time of subordinates; maintains required records; and performs related duties as required.

E210 GENERAL FOREMAN ELECTRIC RAILWAY SHOP MECHANIC--Under general direction: regularly plans and directs work of several groups of electric railway shop mechanics, which groups may be working at various locations in a large car repairing shop where the function of the shop mainly consists of the overhauling of street cars; requisitions and checks delivery of material; keeps time of subordinates; makes required reports; and performs related duties as required.

DIVISION F

ENGINEERING, ARCHITECTURAL AND CITY PLANNING SERVICE

This division includes only duties requiring professional engineering training or specialized training allied thereto.
(For electrical and steam operating engineers, see miscellaneous trades division.)

F 1-49--ADMINISTRATIVE SUBDIVISION

The Administrative Subdivision covers the planning and direction of major engineering projects, but not the supervision of engineering duties falling within a single subdivision of this service.

F1 MANAGER OF UTILITIES--Subject to administrative approval: as executive officer of the Public Utilities Commission plans and directs the activities and operations under the jurisdiction of the Public Utilities Commission; subject to the approval of the Public Utilities Commission appoints and removes department and bureau heads under his jurisdiction.

F2 DIRECTOR OF PUBLIC WORKS--Subject to administrative approval: plans and directs the activities of the department of public works as provided by charter.

F4 ASSISTANT CITY ENGINEER--Under general administrative direction: acts as chief assistant to the city engineer in the direction and general supervision of surveys, design, construction, and maintenance of all municipal engineering projects under the jurisdiction of the department of public works; regularly represents the city engineer's office before the board of supervisors and its committees when municipal improvements are being considered; and performs other related duties as required.

F9 MANAGER AND CHIEF ENGINEER, HETCH HETCHY BUREAU--Subject to administrative approval: has charge of and is responsible for the management, construction, operation and maintenance of the Hetch Hetchy water supply and Hetch Hetchy power properties of the city; has charge of and is responsible for all the engineering functions and activities involved in the design for construction and replacement of the properties of the Municipal Railway and the San Francisco airport department; and performs related duties as required.

F10 CITY ENGINEER--Subject to administrative approval: has charge of and is responsible for the proper administration of the bureau of engineering, department of public works; directs all engineering projects such as sewers, streets, tunnels, etc., coming under the jurisdiction of the department of public works; is responsible for making surveys, plats and certificates as are or may from time to time be given by law to city engineers and to county surveyors; and performs related duties as required.

F 50-100--AERONAUTICAL SUBDIVISION

F50 MAINTENANCE CHIEF, SAN FRANCISCO AIRPORT--Under general direction: supervises the maintenance of all airport and air navigational facilities, including runways, taxiways, roadways, parking and turf areas, utility services, drainage systems, levees, automotive and maintenance equipment, fire apparatus, lighting facilities etc.; directs the work of subordinates; requisitions materials; supervises maintenance of stores and supplies; performs inspections; prepares required reports; and performs related duties as required.

F51 AIRPORT ATTENDANT--Under supervision: assists in the maintenance of utility and airport air-navigational facilities; operates maintenance and operational equipment; polices airport properties; assists in the enforcement of rules and regulations relating to airport properties and facilities and those in connection with airport and aeronautical procedures; directs storage of aircraft; responds to crash signals and fire alarms; and performs related duties as required.

F52 CREW CHIEF, SAN FRANCISCO AIRPORT--Under direction: during an assigned tour of duty, is in full charge of airport ground facilities; supervises subordinates; is responsible for inspections and operating conditions of airport air-navigational facilities and proper marking of hazards; prepares and distributes to airmen for the manager notices regarding current field and lighting conditions as required by federal regulations; prepares accident and equipment reports; inspects and supervises operations and assists in maintenance of fire equipment; directs extinguishment of fires; operates equipment; enforces federal aeronautical and airport rules; and performs related duties as required.

F58 SUPERVISOR, AIRPORT SERVICES--Under general direction: is responsible for condition and use of airport ground facilities; allocates storage space to aircraft according to size, shape, and weight; controls use of ramp in accordance with rules and regulations; is responsible for supervising airport concessions and for policing of airport properties; and performs related duties as required.

F60 ASSISTANT SUPERINTENDENT OF AIRPORT OPERATIONS--Under general direction: assists Superintendent of Airport Operations in directing operations and maintenance of the airport and its facilities and services; is responsible for enforcement of airport rules and regulations; investigates and reports on general airport traffic problems; recommends flight patterns; acts as liaison officer between control tower and airways traffic control in regard to scheduled and unscheduled air carriers; and performs related duties as required.

F61 SUPERINTENDENT OF AIRPORT OPERATIONS--Under general administrative direction; directs current operations and maintenance of the airport, e.g.: enforces rules and regulations; supervises the correlation of airport activities; assigns hangar and other rentable space; is responsible for the collection, custody and deposit of fees, rentals and other revenues; acts as principal assistant to the manager of the airport in the business administration of the airport department; directs and assigns personnel; supervises and approves procedures under civil service; purchasing and fiscal regulations; and performs related duties as required.

F62 MANAGER,AIRPORT DEPARTMENT--Subject to administrative approval: is responsible for the activities of airports under the jurisdiction of the public utilities commission; confers and negotiates with airline and/or federal officials regarding use of airport facilities; recommands and arranges leases and rentals of airport facilities; recommends designs, approves, and supervises construction of airport improvements; confers with civil aeronautics board regarding policies and future development of the airport; and performs related duties as required.

F 100-106--ENGINEERING DRAFTSMAN SUBDIVISION

F100 JUNIOR DRAFTSMAN--Under supervision: performs elementary engineering work which requires ability to do neat drawing and lettering, but does not involve the use of complicated engineering formulae, e.g.: traces and makes simple sketches; prepares maps of streets, lots, and miscellaneous plans from field notes or other records; indexes and files engineering data; and performs related duties as required.

F102a DRAFTSMAN (CIVIL)--Under general supervision: performs general drafting and computing work involving a knowledge of engineering formulae in civil engineering; prepares finished plans or maps from rough sketches or layouts; assembles plans and specifications; assists in checking drawings and computations; and performs related duties as required.

F102b DRAFTSMAN (MECHANICAL)--Under general supervision: performs general drafting and computing work involving a knowledge of engineering formulae in mechanical engineering; prepares finished plans from rough sketches or layouts; assembles plans and specifications; assists in checking drawings and computations; and performs related duties as required.

F102c DRAFTSMAN (ELECTRICAL)--Under general supervision: performs general drafting and computing work involving a knowledge of engineering formulae in Electrical engineering; prepares finished plans or maps from rough sketches or layouts; assembles plans and specifications; assists in checking drawings and computations; and performs related duties as required.

F104a SENIOR DRAFTSMAN (CIVIL)--Under direction with considerable latitude for independent or unreviewed action: performs drafting work involving a knowledge of layout and design practice and a thorough knowledge of engineering formulae in Civil Engineering; performs special assignments involving ability to work independently; may coordinate and supervise work of one or more subordinates; makes field investigations of minor engineering problems; gathers general information needed in connection with problems of design and utilizes same in connection with assigned drafting work; performs computation work involving expert knowledge of geometry, algebra and trigonometry; checks plans, reports, and cost estimates; may be called upon, under supervision, to prepare plans and specifications for minor projects or elements of major projects requiring a knowledge of civil engineering; and performs related duties as required.

F104b SENIOR DRAFTSMAN (MECHANICAL)--Under direction with considerable latitude for independent or unreviewed action: performs drafting work involving a knowledge of layout and design practice and a thorough knowledge of engineering formulae in mechanical engineering; performs special assignments involving ability to work independently; may coordinate and supervise work of one or more subordinates; makes field investigations of minor engineering problems; gathers general information needed in connection with problems of design and utilizes same in connection with assigned drafting work; performs computation work involving expert knowledge of geometry, algebra and trigonometry; checks plans, reports, and cost estimates; may be called upon, under supervision, to prepare plans and specifications for minor projects or elements of major projects requiring a knowledge of mechanical engineering; and performs related duties as required.

F104c SENIOR DRAFTSMAN (ELECTRICAL)--Under direction with considerable latitude for independent and unreviewed action: performs drafting work involving a knowledge of layout and design practice and a thorough knowledge of engineering formulae in electrical engineering; performs special assignments involving ability to work independently; may coordinate and supervise work of one or more subordinates; makes field investigations of minor engineering problems; gathers general information needed in connection with problems of design and utilizes same in connection with assigned drafting work; performs computation work involving expert knowledge of geometry, algebra and trigonometry; checks plans, reports, and cost estimates; may be called upon, under supervision, to prepare plans and specifications for minor projects or elements of major projects requiring a knowledge of electrical engineering; and performs related duties as required.

F 108-150-ARCHITECTURAL SUBDIVISION

F108 ARCHITECT--Under general administrative direction: plans and designs public buildings and structures or alterations to same; correlates this work with related engineering work; contacts material men, technical consultants, and department heads for special planning information; directs the work of draftsmen assigned; writes general specifications; and performs related duties as required.

F110 LANDSCAPE ARCHITECT--Under general administrative direction: designs and prepares plans, blueprints, cost estimates and specifications for park areas, playgrounds, shopping centers and similar improvements, including placement or construction of trees, shrubs, lawns, gardens, buildings, walls, walks, curbs, steps, drainage systems, lighting systems and other varied improvements; makes investigations and reports on means of improving park layouts and facilities, and on the development of new areas and facilities; supervises construction of city parks and playgrounds, including shrubs, lawns, gardens, trees, paved areas, structures; and performs related work as required.

F111 ASSISTANT CITY ARCHITECT--Under general administrative direction: acts as principal assistant to the City Architect in directing the administrative functions of the Bureau of Architecture and in supervising architects; confers and corresponds with respresentatives of public offices and departments to determine the requirements for planning and designing of public buildings and structures; prepares office records, reports and estimates of building costs; acts for the City Architect in his absence; and performs related duties as required.

F112 CITY ARCHITECT--Subject to administrative approval: has charge of and is responsible for the proper administration of the bureau of architecture; directs the preparation of plans and specifications for public buildings; directs the inspection of construction and equipment of public buildings in course of construction; and performs related duties as required.

F120 ARCHITECTURAL DRAFTSMAN--Under general supervision: performs general architectural drafting; prepares working and final drawings for buildings; makes scale and full size details of ornamental work, cabinet work, mill work, iron work, terra cotta, sheet metal, special hardware, and classic and ornamental lettering; checks shop drawings; secures information in the field for the preparation of sketches of work on buildings; makes requisitions drawings and bills of materials; secures information from catalogues on various building materials and equipment; makes notes for specifications and prepares specifications for minor projects; and performs related duties as required.

F122 SENIOR ARCHITECTURAL DRAFTSMAN--Under direction: directs the preparation of plans and specifications for the construction or repair of buildings; directs the work of draftsmen assigned; prepares working and final drawings and specifications for buildings; checks plans and specifications submitted by architects for public buildings to insure conformity with standard requirements of the City Architect and code regulations; writes general specifications; and performs related duties as required.

F124 ARCHITECTURAL DESIGNER--Under general direction: creates plans and designs and prepares preliminary drawings, including presentation drawings, for buildings and groups of buildings with special reference to architectural features; selects and prepares specifications as to materials, textures and colors; makes field inspections of architectural details, such as, materials, textures, colors and finishes; surveys public buildings for repainting to determine the extent of work required and obtain necessary data to prepare plans and specifications for same; and performs related duties as required.

F200-400--MISCELLANEOUS ASSIGNMENTS SUBDIVISION

F202 INSPECTOR OF PUBLIC WORKS CONSTRUCTION--Under general supervision: performs inspection duties on engineering projects, such as streets, sewers, sidewalks, walls, etc., sees that materials and workmanship conform to plans and specifications, and that lines and grades are followed; makes cost and progress reports; works alone on minor projects or under immediate supervision on major projects; in an assigned district investigates the condition of streets, sidewalks; and side sewers; sees that retaining walls conform to ordinances relating thereto, that openings in streets are properly backfilled and repaved, and that streets are kept clear of obstructions; investigates complaints relating to these matters; makes required reports; and performs related duties as required.

F220 GENERAL SUPERINTENDENT OF STREETS--Subject to administrative approval: has charge of and is responsible for the proper administration of the bureau of streets; directs all activities in connection with the cleaning, repair, and reconstruction of streets; directs and schedules the hauling and disposal of street cleanings; cooperates with the bureau of engineering in the development of street reconstruction programs; directs and supervises such reconstruction operations; approves requisitions for supplies and materials; and performs related duties as required.

F256 CARTOGRAPHER AND ART DESIGNER--Under general supervision: does especially artistic drafting, fancy lettering and engrossing; prepares relief maps, models, etc.; and performs related duties as required.

F366 CHIEF, DEPARTMENT OF ELECTRICITY--Subject to administrative approval: has charge of and is responsible for the proper administration of the department of electricity; directs all of the work of the department of electricity; designs improvements in fire alarm, police, and traffic signal systems; supervises construction, operation, and maintenance of such systems and also the inspection of private electrical installations; and performs related duties as required.

F372 MANAGER AND CHIEF ENGINEER, BUREAU OF LIGHT, HEAT AND POWER--Subject to administrative approval: has charge of and is responsible for the proper administration of the bureau of light, heat, and power, including the keeping of records and accounts of street lighting, and of electricity and gas used by the several departments of the city government; has general supervision over all municipal uses of light, heat, and power, and the approval of bills and schedules of charges therefor; plans and constructs street lighting improvements and makes engineering plans, inspections and investigations for other city departments; makes recommendations for improvements and for proper use of electricity, gas, and steam used for municipal purposes; makes required reports; and performs related duties as required.

F401-500--GENERAL PROFESSIONAL ENGINEERING SUBDIVISION

F401a JUNIOR ENGINEER (CIVIL)--Under general supervision with limited latitude for independent or unreviewed action: performs routine professional civil engineering work; including the investigation, inspection and maintenance of engineering projects; may assist in the preparation of plans and estimating costs; may inspect minor projects and assists in research problems; and performs related duties as required.

F401b JUNIOR ENGINEER (MECHANICAL)--Under general supervision with limited latitude for independent or unreviewed action: performs routine professional mechanical engineering work; including the investigation, inspection and maintenance of engineering projects; may assist in the preparation of plans and estimated costs; may inspect minor projects and assist in research problems; and performs related duties as required.

F401c JUNIOR ENGINEER (ELECTRICAL)--Under general supervision with limited latitude for independent or unreviewed action: performs routine professional electrical engineering work; including the investigation, inspection and maintenance of engineering projects; may assist in the preparation of plans and estimating costs; may inspect minor projects and assist in research problems; and performs related duties as required.

F404a ASSISTANT ENGINEER I (CIVIL)--Under general supervision and direction with some latitude for independent or unreviewed action: performs professional civil engineering work of ordinary difficulty in the investigation, design, or development of civil engineering projects or of the construction, inspection, operation or maintenance of civil engineering works, all involving a knowledge of engineering theory and practice; may supervise one or more subordinates; may inspect or supervise one major or several minor construction projects; and performs related duties as required.

F404b ASSISTANT ENGINEER I (MECHANICAL)--Under general supervision and direction with some latutide for independent or unreviewed action: performs professional mechanical engineering work of ordinary difficulty in the investigation, design, or development of mechanical engineering projects or of the construction, inspection, operation, or maintenance of mechanical engineering works or equipment, all involving a knowledge of engineering theory and practice; may supervise one or more subordinates; may inspect or supervise one major or several minor construction projects; and performs related duties as required.

F404c ASSISTANT ENGINEER I (ELECTRICAL)--Under general supervision and direction with some latitude for independent or unreviewed action: performs professional electrical engineering work of ordinary difficulty in the investigation, design or development of electrical engineering projects or of the construction, inspection, operation, or maintenance of electrical engineering works or equipment, all involving a knowledge of engineering theory and practice; may supervise one or more subordinates; may inspect or supervise one major or several minor construction projects; and performs related duties as required.

F406a ASSISTANT ENGINEER II (CIVIL)--Under general supervision and direction with latitude for independent and unreviewed action: performs responsible professional civil engineering work in the investigation, design, or development of civil engineering projects, or of the construction, inspection, operation, or maintenance of civil engineering works all involving a broad knowledge of engineering theory and practice; makes or directs engineering investigations; submits engineering reports; may act as administrative head of a unit assigned specific duties within a section of an engineering organization or may act as principal assistant to an engineer; and performs related duties as required.

F406b ASSISTANT ENGINEER II (MECHANICAL)--Under general supervision and direction with latitude for independent and unreviewed action: performs responsible professional mechanical engineering work in the investigation, design,

or development of mechanical engineering projects, or of the construction, inspection, operation, or maintenance of mechanical engineering works or equipment all involving a broad knowledge of engineering theory and practice; makes or directs engineering investigations; submits engineering reports; may act as administrative head of a unit assigned specific duties within a section of an engineering organization or may act as principal assistant to an engineer; and performs related duties as required.

F406c ASSISTANT ENGINEER II (ELECTRICAL)--Under general supervision and direction with latitude for independent and unreviewed action: performs responsible professional electrical engineering work in the investigation, design, or development of electrical engineering projects, or of the construction, inspection, operation, or maintenance of electrical engineering works or equipment all involving a broad knowledge of engineering theory and practice; makes or directs engineering investigations; submits engineering reports; may act as administrative head of a unit assigned specific duties within a section of an engineering organization or may act as principal assistant to an engineer; and performs related duties as required.

F407 ENGINEERING ANALYST--Under general direction: acts as an administrative assistant to the Director and Assistant Director of Works; prepares detailed contractor's type of estimates of construction projects; reports on sufficiency of designs; and performs related duties as required.

F408 PUBLIC HEALTH ENGINEER--Under general administrative direction: conducts investigations requiring professional experience in and knowledge of sanitary engineering and public health engineering; conducts investigations on refuse disposal, sewage disposal, plumbing sanitation, mosquito control, analysis of water supply, bacteriological and chemical analysis of sewage, pollution of beaches, and similar projects; makes recommendations and reports thereon; and performs related duties as required.

F410a ENGINEER (CIVIL)--Under administrative direction with considerable latitude for independent or unreviewed action or decision: plans, carries out, and reports on difficult and important professional civil engineering work in the investigation, design, or development of important civil engineering projects; directs the design, construction, inspection, or maintenance of civil engineering works; submits engineering reports; may act as administrative head of a section or division of an engineering organization or as principal assistant to a senior engineer; and performs related duties as required.

F410b ENGINEER (MECHANICAL)--Under administrative direction with considerable latitude for independent or unreviewed action or decision: plans, carries out, and reports on difficult and important professional mechanical engineering work in the investigation, design, or development of important mechanical engineering projects; directs the design, construction, inspection or maintenance of mechanical engineering works or equipment; submits engineering reports; may act as administrative head of a section or division of an engineering organization or as principal assistant to a senior engineer; and performs related duties as required.

F410c ENGINEER (ELECTRICAL)--Under administrative direction with considerable latitude for independent or unreviewed action or decision: plans, carries out, and reports on difficult and important professional electrical engineering work in the investigation, design, or development of important electrical engineering projects; directs the design, construction, inspection, or maintenance of electrical engineering works or equipment, submits engineering reports; may act as administrative head of a section or division of an engineering organization or as principal assistant to a senior engineer; and performs related duties as required.

F412a SENIOR ENGINEER (CIVIL)--Under general administrative direction with wide latitude for independent and unreviewed action and decision: acts as administrative head of an important division of a civil engineering organization or as principal assistant to a chief engineer in a small organization; plans, carries out, and reports upon highly difficult, important, and responsible professional work in civil engineering, in the investigation or development of important and responsible engineering projects, the design, construction, inspection, operation, or maintenance of engineering works or equipment; and performs related duties as required.

F412b SENIOR ENGINEER (MECHANICAL)--Under general administrative direction with wide latitude for independent and unreviewed action and decision: acts as administrative head of an important division of a mechanical engineering organization or as principal assistant to a chief engineer in a small organization; plans, carried out, and reports upon highly difficult, important, and responsible professional work in mechanical engineering, in the investigation or development of important and responsible engineering projects, the design, construction, inspection, operation, or maintenance of engineering works or equipment; and performs related duties as required.

F412c SENIOR ENGINEER (ELECTRICAL)--Under general administrative direction with wide latitude for independent and unreviewed action and decision: acts as administrative head of an important division of an electrical engineering organization or as principal assistant to a chief engineer in a small organization; plans, carries

out, and reports upon highly difficult, important, and responsible professional work in electrical engineering, in the investigation or development of important and responsible engineering projects, the design, construction, inspection, operation, or maintenance of engineering works or equipment; and performs related duties as required.

F414 GENERAL SUPERINTENDENT OF TRACK AND ROADWAY, MUNICIPAL RAILWAY--Under general administrative direction: directs and is respcnsible for the maintenance of the tracks and roadway and grounds of the unified street railway system; determines schedules for regular and emergency track maintenance including oiling tracks and switches, repairing and replacing rails and crossings, and repairing and maintaining roadbed; inspects tracks and roadbed; determines the need for emergency and other repairs and replacements of track, track special work, and the roadbed; directs and is responsible for the maintenance and repair of pavement between and adjacent to the tracks; in the event that major construction is necessary, confers with the management of the municipal railway and the bureau of engineering, public utilities commission to assist in gathering the engineering data required; reports the need for major reconstruction of track and roadway and furnishes engineering data and advice to the management of the municipal railway and the bureau of engineering; prepares plans and layouts for the replacement, manufacture, and assembly of special track layouts; prepares itemized estimates of the cost of track replacements and major replacements to be programmed in the budget; directs and is responsible for the manufacture of special track layouts, such as crossings, and frogs; requisitions materials, supplies, etc., and is responsible for storing reserves of materials and supplies; assigns, coordinates, and reviews the work of the personnel engaged in track and roadbed maintenance and repair; and performs related duties as required.

* F523 JUNIOR WATER PURIFICATION ENGINEER--Under supervision: acts as general assistant to water purification engineers, e.g.: takes samples of water from reservoirs and pipe lines and performs routine field and laboratory tests; prepares culture media; adjusts and maintains chlorinating and ammonia machines; sterilizes and cleans laboratory equipment; prepares reports; and performs related duties as required.

* F524 WATER PURIFICATION ENGINEER II--Under direction: takes samples of water from reservoirs and pipe lines; makes biological, bacteriological, and chemical analyses of water samples; supervises hydraulic measuring and recording devices and conducts electrolysis surveys; supervises chlorination, coagulation, and treatment of water to maintain pure water supply and sanitary conditions, and for the control of taste and odors; and performs related duties as required.

* These classifications to be continued only until positions have been reallocated in accordance with recommendations in report of September 10, 1947.

F527 SUPERINTENDENT, SEWAGE TREATMENT PLANT--Under general administrative direction: performs duties requiring qualifications of a sanitary engineer; directs the operation and maintenance of a complete sewage treatment plant, including electrical, mechanical, hydraulic and pneumatic processes and devices, involving a thorough knowledge of bacteriological and chemical treatment of sewage; and performs related duties as required.

F560 SUPERINTENDENT, BUREAU OF BUILDING INSPECTION--Subject to administrative approval: has charge of and is responsible for the proper administration of the bureau of building inspection; enforces laws and ordinances relating to the construction of private buildings; directs the work of all building inspectors and engineers assigned to the bureau of building inspection; and performs related duties as required.

F 601-650--SURVEYING SUBDIVISION

This Subdivision includes those duties which require chiefly a thorough knowledge of the use of surveying instruments and the application of engineering formulae to surveying operations; also the supervision of such duties.

F604 SURVEYOR'S FIELD ASSISTANT--Under supervision: assists in engineering work in the field, such as chaining, rodding, making notes, diagrams, and simple computations, and performing related office work requiring a knowledge of trigonometry and surveying practices and methods; and performs related duties as required.

F606 INSTRUMENT MAN--Under general supervision: assists in engineering work requiring a thorough knowledge of trigonometry and surveys and methods and some knowledge of engineering practices and construction methods; in the field operates transit, level and plane table; in absence of chief of party, takes

charge of crew; in connection with regular field assignments compiles, analyzes, adjusts or assists in compiling, analyzing, and adjusting survey notes or prepares or assists in preparation and interpretation of legal descriptions; and performs related duties as required.

F610 CHIEF OF PARTY--Under direction: as chief of party supervises and directs a field party or parties making surveys for engineering work as required; directs topographic, highway, street, street railway, bridge, tunnel, geodetic, hydrographic, and miscellaneous surveys, such as surveys for lot and boundary lines; installs and maintains precise level and other bench marks, triangulation stations and boundary monuments; conducts surveys requiring extremely high precision; in the office assembles and compiles, or directs the assembly and compilation of data for survey parties and preparation of reports on surveys made, which work requires a thorough knowledge of existing survey records and maps; supervises the adjustment of monument lines and survey data to conform to official records and maps; and performs related duties as required.

F 650-700--TRAFFIC SUBDIVISION

F654 TRAFFIC CHECKER--Under direction: studies traffic conditions including the flow and speed of traffic; prepares charts and plots of data collected.

F 701-750--VALUATION SUBDIVISION

F706 CHIEF VALUATION ENGINEER--Under general administrative direction: plans and directs the evaluation of properties of large corporations; may include supervision of staff engaged in such work; prepares exhibits and reports; and performs related duties as required.

F 800-850--CITY PLANNING SUBDIVISION

F800 DIRECTOR OF PLANNING--Subject to the administrative approval of the city planning commission, serves as administrative head of the department of city planning and has complete control of and responsibility for all activities of the department; directs and supervises the technical and non-technical personnel of the department and plans, assigns, coordinates, and reviews the program of work and the activities of the department; allocates the time, personnel and funds of the department to specific projects in accordance with their necessity and desirability and the time limits set for their completion, prepares general sections of the master plan and precise specific portions thereof for the development and improvement of the city in cooperation with other departments or agencies whose jurisdiction is affected by or included in such comprehensive plans, responsible for the administration of all regulatory measures entrusted to the city planning commission for enforcement, for action on the referral of public improvement projects, and for zoning and subdivision control; performs related duties as required.

F801 PRINCIPAL CITY PLANNER--Under general administrative direction: serves as technical adviser and principal assistant to the director of planning; acts for the director in his absence, and as required, represents the department in public or official contacts, participates in conferences and meetings, and when warranted by circumstances, decides policy questions which cannot be deferred; advises and assists the director of planning in the formulation and development of planning and work programs; acts as technical adviser on all studies and problems of division heads in the department, and correlates the work of the various divisions; performs related duties as required.

F803 SENIOR CITY PLANNER--Under general direction: plans and directs technical and supervisory work in specific phases of the activities of the department of City Planning, serving as head of a particular division within the department or as head of a major project study for which full responsibility is assumed for successful completion; administers ordinances as necessary; plans and assigns individual problems and studies to subordinates; reports to supervisors on the progress of the work of his division and upon tentative and final conclusions reached in specific studies; performs related duties as required.

F804 CITY PLANNING DELINEATOR--Under direction: prepares sketches, colored renderings, scale models, drawings and illustrations showing views of projects proposed for inclusion, or included, in the master plan, prepares posters in full color and black and white; sets up exhibits; illustrates and prepares layouts and typography for reports on the development and maintenance of the master plan; performs related duties as required.

F810 ASSOCIATE CITY PLANNER--Under direction: performs difficult phases of the planning work within a division of the department, and has charge of other employees and technically trained assistants; prepares and makes surveys, collects pertinent data, conducts required investigations, and analyzes these data and other relevant material; assumes responsibility for results and recommendations; participates in meetings and conferences and prepares written and graphic reports; performs related duties as required.

F812 ASSISTANT CITY PLANNER--Under direction: performs reasonably difficult phases of the planning work within a division of the department of city planning and supervises junior planning, survey, and clerical personnel; assists in the preparation and making of surveys, the collection of data, the conduct of investigations and the analysis of these data and other relevant technical material, and makes recommendations therefrom; participates in meetings and conferences and assists in the preparation of written and graphic reports; performs related duties as required.

F814 CITY PLANNING ASSISTANT--Under general supervision: performs moderately difficult and secondary phases of the planning work within various divisions of the department of city planning; under direction and guidance assists in the preparation and making of surveys, the collection and compilation of data, the conduct of investigations and the analysis of these data; assists in the preparation of graphic and written presentations of solutions developed for particular planning problems; performs related duties as required.

F816 JUNIOR CITY PLANNING ASSISTANT--Under supervision: performs secondary and routine phases of the planning work within various divisions of the department of city planning; under direction and guidance follows the provisions of a program of in-service training to learn practical planning procedures and techniques, assisting in the making of surveys, the collection of data, and the conduct of investigations; assists in the preparation of graphic reports; performs related duties as required.

DIVISION G

EXAMINING AND EVALUATION SERVICE

This division includes the duties of examination, investigation, and evaluation of the various factors involved in the appraisal of property or damages, and in the selection or placement of candidates for employment.

G 1-30--APPRAISAL SUBDIVISION

G2 LAND APPRAISER--Under direction with latitude for the exercise of independent judgment: appraises land in an assigned district for assessment purposes; obtains and assembles information in the field and from other sources; prepares land valuation maps and other data; makes analyses of all data and factors pertaining to land values; recommends unit values; investigates complaints regarding assessments of land; explains and justifies assessed land valuations when necessary; checks and reconciles valuations of land to the end that equity and proportion in assessed valuations be maintained; and performs related duties as required.

G4 SUPERVISING LAND APPRAISER--Under general direction: is responsible for the assessment on an equalized basis of all taxable land in a designated district, area or section and/or taxable land of a designated classification; supervises the work of property auditors engaged in setting up records of market fluctuations affecting realty conditions and values; examines and rechecks valuation findings of land appraisers; recommends to the chief land appraiser such changes in districts, classifications, standards, and procedure as in his judgment may be justified; trains, instructs and supervises subordinate land appraisers assigned to him; and performs related duties as required.

G5 CHIEF LAND APPRAISER--Under general administrative direction: has charge of the appraisal of all land for assessment purposes; is responsible for placing equitable values on land for taxation purposes; conducts continuous surveys to maintain equitable values; recommends the establishment of land appraised districts and proper classifications and standards of properties and values, changes in districts, classifications, standards and all other procedures or matters pertaining to such work as in his judgment may be justified; examines, verifies and approves or amends appraisal recommendations of subordinates; coordinates and directs the work of all personnel assigned to the land appraisers division; interviews and consults with realtors, appraisal firms, representatives of property-owners groups and property owners and managers regarding assessments, sales, values, appraisals and economic values; and performs related duties as required.

G8 BUILDING APPRAISER--Under direction with latitude for the exercise of independent judgment: appraises buildings and other improvements to real property in an assigned district for assessment purposes; makes field surveys and revaluations when required; maintains records of fluctuating material and labor statistics pertaining to buildings and other improvements; recommends unit values; analyzes data and factors pertaining to building values; investigates complaints regarding building and improvement assessments; explains and justifies assessments on buildings or other improvements when necessary; checks, compares and reconciles valuations of buildings and improvements to the end that equity and proportion in assessed valuations be maintained; and performs related duties as required.

G10 SUPERVISING BUILDING APPRAISER--Under general direction: is responsible for the assessment on an equalized basis of all taxable buildings in a designated district, area or section and/or taxable buildings of a designated classification; supervises the work of property auditors engaged in setting up records of marked fluctuations affecting construction costs; examines and rechecks valuation findings of subordinate building valuation men; recommends to the chief building appraiser such changes in districts, classifications, standards or procedure as in his judgment may be justified; trains, instructs and supervises subordinate building appraisers assigned to him; and performs related duties as required.

G11 CHIEF BUILDING APPRAISER--Under general administrative direction: has charge of the appraisal of all buildings and structures for assessment purposes; is responsible for placing equitable values on buildings for taxation purposes; conducts continuous surveys to maintain equitable values, recommends the establishment of building appraisal districts and proper classifications, and standards of properties and values; recommends changes in districts, classifications, standards, and all other procedures or matters pertaining to such work as in his judgment may be justified; examines, verifies, and approves or amends appraisal recommendations of subordinates; coordinates and directs the work of all personnel assigned to the building appraisal division; interviews and consults with realtors, appraisal firms, representatives of property owners groups and property owners groups and property owners and managers regarding assessments, sales, values, appraisals and economic values; and performs related duties as required.

G15 PROPERTY AUDITOR, ASSESSOR'S OFFICE--Under direction: performs duties requiring a knowledge of accounting and auditing procedure, such as examining and auditing books and records of property owners and analyzing inventories in order to determine value of personal property; assembles statistical data related to assessment problems and procedure; may be required to set up records of market fluctuations affecting commodities, construction costs and realty values and prepare analyses of these; and performs related duties as required.

G15.1 WAREHOUSE AND PROBATE ESTATES APPRAISER--Under general direction: is responsible for the assessment on an equalized basis of all taxable personal property in warehouses, estates in probate, trusts, and in receiverships and bankruptcy proceedings; maintains records thereof and records of market fluctuations and valuations of principal commodities, merchandise, and personal property; and performs related duties as required.

G16 SUPERVISING PERSONAL PROPERTY APPRAISER--Under general direction: is responsible for the assessment on an equalized basis of all taxable personal property in an assigned district, area, or section and/or taxable personal property of a designated classification; directs the work of one or more property auditors engaged in examining and auditing taxpayers' accounting records or analyzing taxpayers' inventories, and in setting up records as to market fluctuations affecting commodities; recommends to the chief personal property appraiser such changes in districts, classifications, standards, or procedures as in his judgment may be justified; trains, instructs and supervises property auditors assigned to him; and performs related duties as required.

G17 CHIEF PERSONAL PROPERTY APPRAISER--Under general administrative direction: is responsible for placing equitable values on personal property for taxation purposes; coordinates and supervises the work of the personnel assigned to such work or to duties incident thereto; recommends the establishment of personal property appraisal districts and proper classifications and standards of properties and values or recommends such changes in districts, classifications, standards, and procedures as in his judgment may be desirable; examines and rechecks values recommended by subordinate appraisers to the end that personal property of similar value in accordance with prescribed classifications and standards shall be assessed on a comparable basis; and performs related duties as required.

G18 ASSISTANT MARINE SURVEYOR--Under direction: estimates the value of all types of watercraft for assessment purposes; gathers data and compiles reports; assists in the maintenance of equalization of assessed values of watercraft; writes off depreciations; makes revaluations; explains and defends assessed values; and performs related duties as required.

G19 MARINE SURVEYOR--Under general direction: is responsible for placing, for taxation purposes, equitable values on all watercraft registered at San Francisco; coordinates and supervises the work of personnel assigned to such work or to duties incident thereto; examines and rechecks values recommended by subordinates to the end that watercraft of similar value in accordance with prescribed classifications and standards shall be assessed on a comparable basis; and performs related duties as required.

G20 CHIEF ASSISTANT ASSESSOR--Subject to administrative approval: acts as principal assistant to the assessor in supervising and administering the function of the assessor's office, involving direction and supervision of assessments, exemptions, collections, and similar functions; represents the assessor, as assigned, in dealing with other city departments and the county and the state board of equalization; in the absence of the assessor, represents him in all matters relating to the assessment of taxable property in the city and county; and performs related duties as required.

G21 ADMINISTRATIVE ASSISTANT, ASSESSOR'S OFFICE--Under general direction: acts as administrative assistant to the assessor and the chief assistant assessor; makes procedural investigations, analyses and recommendations for improving operations of the assessor's office; maintains budget records and prepares annual budget estimates; is responsible for requisitioning of supplies and equipment; and performs related duties as required.

G 31-50--RESEARCH SUBDIVISION

G31 ADMINISTRATIVE TECHNICIAN--Under direction: assists in making surveys and analyses of organizational activities, methods and procedures; makes or assists in making studies of organizational structure, work flow, and similar studies; assists in development and installation of administrative procedures; does research on administrative problems; makes required reports. Performs related duties as required. Requires knowledge of personnel administration including budgetary and fiscal matters.

G32 RESEARCH ASSISTANT--Under direct supervision: does simple research work; collects and analyzes data for use in the preparation of reports on administrative, budgetary, fiscal or procedural problems, or on specific activities in city or county departments; assists in research on such problems and activities; assists in surveys and analyses of organization activities, methods and procedures, and in the development and installation of administrative procedures; assists in preparing reports; and performs related duties as required.

G 51-100--PERSONNEL SUBDIVISION

G51 PERSONNEL ASSISTANT--Under general supervision: performs duties in the technical phases of general personnel work, particularly as applied to public service, such as recruiting, testing, classification and other related activi-

ties; assists in examination work by proctoring examinations, rating papers and preparing eligible lists; investigates duties of positions; collects data in salary studies; and performs related duties as required.

G52 SENIOR PERSONNEL ASSISTANT--Under direction: performs responsible duties in the technical phases of general personnel work, such as: recruiting, testing, classification and other related activities particularly as related to public service; analyzes applications, evaluates education and experience; interviews applicants regarding entrance requirements; acts as oral examiner; interviews department heads and employees regarding classification of positions, tenure of positions and necessity for positions; prepares organization charts and work flow diagrams; interviews private employers in connection with salary studies; makes analyses of payrolls and departmental budgets; prepares statistical and other reports; makes recommendations; may supervise subordinates; may assist in preparing examination items and administering tests; and performs related duties as required.

G54 SPECIAL CIVIL SERVICE EXAMINER--As required, prepares test material when specialized, professional or technical skill is required, or makes special studies.

G58 CIVIL SERVICE EXAMINER--Under general direction with wide latitude for the exercise of independent judgment and decision: performs duties involving the application of technical skill in the construction of civil service examinations covering a wide and varied field of employment; administers and analyzes tests; makes organization, job, and other studies when required for examination purposes; formulates oral and performance tests; conducts oral examinations; investigates protests regarding test items and other matters in connection with civil service examinations and makes recommendations therefor; makes required reports; may supervise subordinates assigned to assist in such work; and performs related duties as required.

G59 ASSISTANT PERSONNEL DIRECTOR--Under the direction of the Personnel Director; acts as principal assistant to the Personnel Director in administering the functions of the office; acts for the Personnel Director in his absence.

G59.1 SUPERVISOR OF WAGE SCALES AND CLASSIFICATIONS--Under the direction of the Personnel Director: investigates duties and responsibilities of positions in the city and county service as a basis for proper classification and allocation of such positions, or directs such investigations, and makes recommendations thereon to the Personnel Director; collects and analyzes data relating to salaries and wages paid in private employment and other governmental jurisdictions, or directs such surveys, and makes required reports thereon; and performs related duties as assigned.

G59.2 SUPERVISOR OF EXAMINATIONS--Under general administrative direction: has charge of and is responsible for the proper administration of the examining division of the office of the civil service commission; plans work of examining division and directs the other personnel assigned to such work; is responsible for carrying out the recruitment program of the civil service commission in accordance with charter provisions and rules of the civil service commission including both regular civil service classes and positions filed under limited tenure provisions; directs the administration of written, oral, performance or other tests; directs statistical studies of test material and other related data; advises and assists in formulating policy regarding recruitment and examination matters; conducts investigations of protests regarding examinations, test material, and other matters pertaining to the examining division; makes required reports; and performs related duties as required.

G59.3 SUPERVISOR OF TRAINING--Under the direction of the Personnel Director and Secretary, Civil Service Commission: plans, organizes, and directs the development and conduct of employee training programs; cooperates with city and county officials in determining the need for training programs; encourages the establishment of training programs; prepares, institutes, coordinates, and conducts training programs for the development of skills and abilities of employees; assists departments in planning training programs for their departmental needs and preparing courses of study; assists departments in preparing supervision manuals, job manuals, job instructions and employee handbooks; stimulates employee participation in training programs; conducts instructor training courses; devises methods of evaluating the results of training programs; secures assistance from federal, state and local authorities in obtaining instructors and facilities for in-service training courses; and performs related duties as required.

G60 PERSONNEL DIRECTOR--Under general administrative direction: directs and coordinates the technical activities of the office of the civil service commission, such as recruitment, classifications, salary and wage studies, in-service training programs, employee service rating systems, and other related activities; makes recommendations regarding policy for public and labor relations, and other matters in connection with personnel administration; and performs such other related duties as may be assigned by the civil service commission.

G62 PERSONNEL DIRECTOR AND SECRETARY, CIVIL SERVICE COMMISSION--Subject to administrative approval: performs the duties of personnel director under civil service rules, and, under appointment of the civil service commission, pursuant to the provisions of the charter, acts as secretary and executive officer of the civil service commission.

G65 CONSULTING WAGE RATE ANALYST--Under general direction: assists in analyzing wage data and wage problems in connection with the preparation of salary standardization schedules, and makes recommendations thereon to the Supervisor of Wage Scales and Classifications, Personnel Director, and/or the Civil Service Commission; makes critical analyses of wage data; reviews final results for validity and reliability and as to proper statistical interpretation; requires knowledge of statistical wage policies and economic conditions.

G80 PERSONNEL OFFICER, DEPARTMENT OF PUBLIC HEALTH--Under general direction: is responsible for the intradepartmental administration of a modern personnel program for the department of public health; acts as liaison officer between the department of public health and the civil service commission to the end that handling of personnel procedures shall be expedited; supervises maintenance of personnel records, including records of employee service and efficiency; adjusts employee differances; cooperates with bureau and institutional heads in arranging reassignments of personnel; subject to rules of the civil service commission supervises recruitment of personnel when civil services lists are exhausted, makes organization studies and recommends improvements in methods of operation, and when approved assists in installing such new methods; is responsible for periodic checking and reporting on service of all probationers before expiration of probationary periods; investigates and makes reports relative to disciplinary charges against employees; cooperates with the civil service commission in establishing and carrying out an in-service training program, and other personnel activities; and performs related duties as required.

G90 DIRECTOR, BUREAU OF PERSONNEL AND SAFETY, PUBLIC UTILITIES COMMISSION--Under general administrative direction: has charge of and is responsible for the activities and functions of the Bureau of Personnel and Safety for the Public Utilities Commission; acts as liaison officer in personnel matters between the Manager of Utilities and the several utilities and the Civil Service Commission; directs and is responsible for the training of employees; makes organization and methods studies and recommends improvements in organizational structure and methods of operation; recommends installation of new work and operational methods and procedures; investigates and reports on disciplinary matters; is responsible for recommending and instituting safe and efficient methods of equipment operation; analyzes and institutes accidant reporting methods; studies present and proposed routes of transportation vehicles for the purpose of eliminating traffic hazards; formulates, and when necessary, proposes revisions of safety rules; suggests equipment changes and modifications necessary to reduce hazards; supervises the maintenance of accidant records to determine accident costs and savings resulting from the accident prevention program; confers with other department and bureau heads to develop safety principals for the several bureaus of the Public Utilities Commission; and performs related duties as required.

G 101-150--CLAIMS SUBDIVISION

G102 GENERAL CLAIMS AGENT, MUNICIPAL RAILWAY--Under general administrative direction: directs and is responsible for the investigations necessary for the settlement of claims resulting from accidents in which property or employees of the municipal railway are involved, and directs the settlement of certain claims with the approval of the manager, municipal railway, and others with the approval of the city attorney, the public utilities commission, and the manager, municipal railway; directs and is responsible for the maintaining of files, exhibits and records related to property damage or personal injury caused by accidents in which property or employees of the municipal railway are involved; assigns and reviews the work of claims adjusters, investigators, appraisers, and/or physicians involved in determining the responsibility for the accident and the amount of damage done; directs and is responsible for the negotiation for the settlement of claims against the municipal railway, and whenever the claim involves a large amount personally negotiates the claim himself and submits his recommendations for the approval of the manager, municipal railway, the city attorney, and the public utilities commission; in the event that a claim cannot be settled, furnishes to the city attorney all pertinent data; and performs related duties as required.

G110 COMPENSATION CLAIMS ADJUSTER--Under general direction: is responsible for the investigation of workmen's compensation claims; is responsible for the maintenance of records relating to compensation claims and for following industrial accident claims, medically and otherwise; determines whether or not industrial accident claims are compensable; makes recommendations and reports thereon; and performs related duties as required.

G 151-200--LICENSE ADJUSTING SUBDIVISION

G153 INSPECTOR, TAX COLLECTOR'S OFFICE--Under direction: investigates accounts held for collection by the tax collector; investigates claims, assests and attachable property in connection with such accounts; and/or checks on business firms in an assigned district to see that city and county registration certificate is on exhibit and that firms are collecting purchase and use tax from consumers and are remitting correct amounts to the tax collector; makes recommendation for adjustments; makes required reports; serves subpoenas; gathers legal data for presentation of legal actions; appears in court or before credit groups when necessary; and performs related duties as required.

G154 SENIOR INSPECTOR, TAX COLLECTOR'S OFFICE--Under general direction: is responsible for the enforcement of license ordinances governing operations of theatres, carnivals, fights, wrestling matches, and other places of amusement; enforces license ordinance governing day to day peddlers, concessions, street booths, fairs, and other migratory businesses; makes such inspections as may be required for proper enforcement of license ordinances, and/or purchase and use tax ordinance, which enforcement may require the exercise of independent discretion and judgment; investigates complaints arising out of the enforcement of ordinances governing licensing and/or purchase and use tax ordinance; recommends proper procedure for adjustment; makes required reports; serves subpoenas for failure to comply with ordinances and may assist in prosecution of violators of license and/or purchase and use tax ordinances; and performs related duties as required.

G 201-250--RIGHT OF WAY SUBDIVISION

G202 DIVISION RIGHT OF WAY AGENT--Under direction: appraises property and damage claims in connection with the purchase of property for city use; conducts negotiations for purchase of property; conducts negotiations for settlement of property damage claims; makes recommendations; makes required reports; and performs related duties as required.

G204 ASSISTANT DIRECTOR OF PROPERTY--Under general administrative direction: acts as principal assistant to the director of property in functions of the real estate department especially as they apply to valuation work; has charge of the appraisements, negotiations, purchase and sale of property, of the leasing and renting of city owned lands and privately owned lands needed for city use; assists the responsible officers in the preparation of proceedings for and in the construction of main boulevards, street openings, widening and other major improvements in capacity of valuation and right of way engineer; directs the work of division right of way men and other employees of the office; in the absence of director of property acts in his capacity; and performs related duties as required.

G206 DIRECTOR OF PROPERTY--Subject to administrative approval: has charge of and is responsible for the proper administration of the real estate department including control, management, and leasing of the exposition auditorium; has charge of the appraisal, purchase, leasing and sale of real property and improvements; recommends and advises the mayor and chief administrative officer relative to the advantageous use, disposition, or sale of real property not in use; directs preliminary appraisals in connection with the acquisition of property for required public use and assists in proceedings leading to acquisition of all property for public use whether by condemnation or purchase; handles all proceedings in connection with the sale of city owned property; allocates space in city owned or rented buildings; and performs related duties as required.

DIVISION H

FIRE SERVICE

This division includes duties involving responsibility for the prevention and control of fires, and the operation of special equipment.

H2 FIREMAN, FIRE DEPARTMENT--Under supervision: as a member of a fire company, responds to fire alarms and assists as directed in the control and extinguishment of fires; protects life and property; maintains fire department quarters and equipment; acts as driver, tillerman, truckman, hoseman, or stoker; and performs related duties as required.

H10 CHIEF'S OPERATOR, FIRE DEPARTMENT--Under general supervision: drives cars of battalion chief or other ranking officers of fire department in responding to fire alarms; stands by signal boxes to send and receive messages requiring knowledge of Morse Code; and performs related duties as required.

H15 ENGINEER OF FIRE ENGINES--Under general supervision: is responsible for the proper care and operation of the pumps or water tower mechanism of the apparatus of the companies to which assigned; may act as driver or may be assigned to duties performed by fireman; and performs related duties as required.

H20 LIEUTENANT, FIRE DEPARTMENT--Under direction: on an assigned shift and in the absence of the captain performs his duties; is responsible for the work and discipline of a fire company and for the condition of its quarters and apparatus; responds with company to alarms of fire to which assigned or to any fire or other emergency on order of proper authority; at fires directs the movement of his company's men and hose lines; in absence of superior officer at a fire, assumes and exercises command; alternates with a captain during an assigned shift; and performs related duties as required.

H30 CAPTAIN, FIRE DEPARTMENT--Under direction: acts as commanding officer of assigned company; is responsible for the work and discipline of the company and the condition of its quarters and apparatus; keeps required company records; advises personnel of company of all rules and regulations and all orders and instructions issued by board of fire commissioners and chief engineer and keeps a file of such accessible to members; responds with company to alarms of fire to which assigned or to any fire or other emergency on order of proper authority; at fires directs the movement of his company's men and hose lines; in absence of superior officer at a fire, assumes and exercises command; alternates with a lieutenant during an assigned shift; and performs related duties as required.

H40 BATTALION CHIEF, FIRE DEPARTMENT--Under general direction: is responsible for the fire-fighting efficiency and commands the operations of the fire companies in an assigned district; inspects all buildings in the district; responds to all alarms of fire to which assigned or to which summoned; in absence of superior officer at fire, assumes and exercises command; makes required reports; and performs related duties as required.

H42 CHIEF, DIVISION OF FIRE PREVENTION AND INVESTIGATION--Under general administrative direction: directs and supervises the activities of the fire marshal's office and the bureau of fire prevention and public safety as these activities and duties are fixed by state law, charter, local ordinance, or by rule or regulation of the board of fire commissioners; is responsible for coordinating the inspections and investigations involved in the discharge of these duties and for the enforcement of the laws relating thereto and for prosecution of violations thereof; and performs related duties as required.

H44 SUPERVISING INSPECTOR, BUREAU OF FIRE INVESTIGATION--Under general direction: supervises the activities of the uniformed personnel assigned to assist in the determination of the origin of fires, where such is of a suspicious, unknown, or accidental nature; prepares reports on findings; and performs related duties as required.

H50 ASSISTANT CHIEF ENGINEER, FIRE DEPARTMENT--Under general administrative direction: assists the chief engineer in the management of the fire department; on assigned shift and during absence of chief engineer has supreme command over all department members on duty at the time; responds to all alarms of fire to which assigned and of such other fires to which he is summoned by the chief engineer; makes semi-annual inspections of each battalion in respective divisions; investigates reports on buildings in respective divisions wherein dangerous conditions are said to exist; makes required reports; and performs related duties as required.

H 101-150--FIRE BOATS SUBDIVISION

H102 MARINE FIREMAN OF FIRE BOATS--Under supervision: during an assigned watch attends oil fired marine steam boilers on fire boats; operates auxiliary equipment; cleans tubes, boilers, burners, and pipe lines; oils machinery; and performs

related duties as required.

H110 MARINE ENGINEER OF FIRE BOATS--Under general supervision: during an assigned watch is responsible for the operation, care and maintenance of marine steam engine and auxiliary equipment on a fire boat; supervises firemen during assigned watch; and performs related duties as required.

H120 PILOT OF FIRE BOATS--Under general direction: during an assigned watch acts as pilot and master of a steam fire boat, operating on the waterfront and carrying a fire company; cooperates with company officer when landing for fire service; has absolute control and command of fire boats while underway as far as navigation is concerned; is responsible for the safety of boat while at mooring; keeps a log book and enters therein all occurrences pertaining to navigation; and performs related duties as required.

H 151-200--INSPECTION SUBDIVISION

H152 INSPECTOR OF FIRE DEPARTMENT APPARATUS--Under general supervision: instructs employees in driving and handling vehicular equipment and in the operation of fire-fighting apparatus, such as pumps, ladders and pressure gauges, and in the work incident thereto, such as connecting hose, testing for leaks, and making minor emergency repairs; is responsible for supervision of greasing all fire department equipment; tests new apparatus; makes minor emergency repairs and replacements; directs tow car activities as needed; supervises inspection of vehicular equipment and apparatus; directs semi-annual inspections of men and equipment; investigates and recommends as to need for replacement of equipment; makes monthly inspection of equipment; returns equipment left at scene of fire to proper fire-house; prepares schedule of available relief equipment; responds to all fires of two-alarm magnitude or over; gathers statistics on fire equipment for reports and/or inquiries; may on occasion perform the duties of a fireman (Class H2); and performs related duties as required.

H 201-250--SALVAGE CORPS SUBDIVISION

H202 FIREMAN, SALVAGE CORPS--Under supervision: responds to fire alarms; assists as directed in protecting property from damage by smoke, water or flames; spreads salvage covers over contents of buildings; spreads protective covers over roofs and windows to protect contents of buildings from elements after fire; removes water and debris resulting from fires; may act as driver of apparatus; and performs related duties as required.

H206 LIEUTENANT, SALVAGE CORPS--Under direction: responds to fire alarms; supervises salvage corps firemen in protecting property and contents of buildings from damage by smoke, water or flames; supervises maintenance of apparatus and equipment of the salvage corps; supervises preparation and maintenance of records and reports; and performs related duties as required.

H208 CAPTAIN, SALVAGE CORPS--Under direction: supervises salvage work in the protection of property from damage by smoke, water or flames; directs all activities of the salvage corps; is responsible for maintenance of apparatus and equipment of the corps and the preparation and maintenance of required records and reports; and performs related duties as required.

DIVISION I

INSTITUTIONAL SERVICE

This division includes those duties performed at institutions which require no professional training and which are not classified in other divisions for better comparison with related employments.

(See also custodial, detention, medical nursing, and welfare divisions.)

I 1-50--FOOD PREPARATION AND SERVING SUBDIVISION

I2 KITCHEN HELPER--Under immediate supervision: prepares special foods according to prescribed diets; prepares simple salads, cleans and prepares vegetables; prepares trays for patients; checks dining room linens; cleans equipment and utensils, washes dishes, polishes silverware; and performs related duties as required.

I6 PASTRY COOK--Under general supervision: performs duties requiring skill and training of a pastry cook with commercial experience, such as baking bread, pies, cakes, puddings and pastries for large groups; may supervise assistants; and performs related duties as required.

I7 BAKER--Under general supervision: performs duties requiring skill and experience of a journeyman baker, such as baking bread and rolls for large groups; supervises the activities of kitchen helpers and inmate help; requisitions materials and supplies; makes required reports; and performs related duties as required.

I10 COOK'S ASSISTANT--Under supervision: assists with the general cooking and the preparation of food at ovens and ranges; and performs related duties as required.

I11 GRIDDLE COOK--Under general supervision: prepares sandwiches, salads, beverages, breakfast menus, and other simple food for counter service; serves foods; washes dishes, silver and equipment; is responsible for supplies, equipment, and service in a refreshment stand; and performs related duties as required.

I12 COOK--Under general supervision: performs duties requiring skill and training of a cook with commercial experience; does general and varied cooking; and performs related duties as required.

I14 JUNIOR CHEF--Under direction: performs duties requiring skill and training of a cook with commercial experience; does general and varied cooking, baking and incidental butchering; directs preparation and serving of meals to large groups; supervises the work of subordinates, inmates or prisoners assigned to assist; in penal institutions, is responsible for the custody of "trusties" assigned as helpers; requisitions supplies; and performs related duties as required.

I14a Junior Chef (Public Health)
I14b " " (Sheriff)

I16 CHEF--Under general direction: directs the preparation of all meals at a large institution such as San Francisco Hospital or Laguna Honda Home, or directs the preparation of all meals at Camp Mather; supervises subordinate cooks and other helpers; estimates consumption; requisitions foodstuffs; may decide size of portions to be served; and performs related duties as required.

I16a Chef (Camp Mather)
I16b " (Public Health)

I22 BUTCHER--Under general supervision: performs duties requiring skill and experience of a journeyman butcher; cuts and trims meat and removes bones to prepare meats for frying, roasting, boiling or broiling; and performs related duties as required.

I24 SENIOR BUTCHER--Under general supervision: performs duties requiring skill and experience of a journeyman butcher; supervises the work of butchers; cures and pickles meats; makes lard; orders meat; checks and approves bills; maintains required records; and performs related duties as required.

I52 COUNTER ATTENDANT--Under supervision: waits on counter; serves and sells food and beverages; may prepare simple foods such as sandwiches and beverages; washes dishes and keeps refreshment stand clean; and/or sells candies, cigarettes, tickets, postcards, and similar articles; and performs related duties as required.

I54 WAITRESS--Under supervision: serves meals; sets tables with clean linen and silverware; removes dirty dishes; cleans equipment; and performs related duties as required.

I56 WAITER--Under supervision: serves meals; sets tables with clean linen and silverware; removes dirty dishes; cleans equipment; and performs related duties as required.

I58 DINING ROOM STEWARD--Under general supervision: supervises the work of a large group of inmate help who act as waiters and waitresses in inmates' dining room; requisitions dining room equipment; is responsible for cleanliness of dining room and equipment; has charge of employees' dining room; and performs re-

lated duties as required.

I60 HOUSEKEEPER--Under supervision: assists in preparation of meals; waits on tables; makes beds; cleans premises; and performs related duties as required.

I 101-150--GENERAL INSTITUTIONAL HELP SUBDIVISION

I106 MORGUE ATTENDANT--Under supervision: cleans and washes bodies of deceased persons; prepares bodies for burial after autopsies; fingerprints bodies; delivers bodies to undertakers or storage; cleans autopsy and storage rooms and autopsy instruments; maintains required records; and performs related duties as required.

I112 SUPERVISOR, AMBULATORY INMATES--Under general supervision: is responsible for the behavior and activity of ambulatory inmates; supervises personnel and inmates in maintaining and cleaning dormitories; requisitions supplies and clothing and issues them to inmates; assigns work to inmates; and performs related duties as required.

I116 ORDERLY--Under supervision: assists in caring for patients; answers lights; bathes patients; makes beds; carries serving trays; makes bandages, compresses, and simple hospital supplies; transfers patients between hospital departments and wards; keeps simple records; and performs related duties as required.

I120 SENIOR ORDERLY--Under general supervision: performs the duties of an orderly and performs more responsible duties requiring greater experience and ability, such as assisting in genito-urinary procedures, assisting in the care of the violent and potentially violent mentally ill and psychiatric patients; prepares plaster cast bandages and splints; is responsible for the conduct and care of inmates of other than those in penal institutions; may supervise the work of subordinates; adjusts differences between inmates; sees that the floor or wards to which assigned are properly cleaned; renders simple first aid treatments; and performs related duties as required.

I122 HOUSE MOTHER--Under general supervision: is responsible for the general conduct of student nurses; handles the issuance of late or over-night passes; advises with students regarding social affairs or conduct; may be responsible for the care and upkeep of a women's lounge and while in attendance therein assists women employees who require services; and performs related duties as required.

I 151-200--LAUNDRY SUBDIVISION

I152 FLATWORK IRONER--Under immediate supervision: lays clean, damp flatwork pieces on a feeder roller that conveys them into a flatwork-ironing machine; folds articles coming off the flatwork-ironing machine; and performs related duties as required.

I154 LAUNDRESS--Under immediate supervision: operates a small flatwork-ironing machine; folds dry laundry; performs the work of a press hand, body ironer, flatwork finisher, dry room worker and linen room hand; and performs related duties as required.

I156 STARCHER--Under immediate supervision: prepares starch solutions; starches and wrings laundry; finishes starched collars and shirts; and performs related duties as required.

I158 SORTER--Under supervision: sorts and counts laundry before washing; operates a wringer; and performs related duties as required.

I164 MARKER AND DISTRIBUTOR--Under supervision: sorts, marks, and distributes laundry; supervises the work of subordinates; and performs related duties as required.

I166 WRINGERMAN--Under supervision: operates a centrifugal extractor by loading, balancing load, starting and stopping the machine, unloading and removing wash; cleans and lubricates machine when necessary; and performs related duties as required.

I167 TUMBLERMAN--Under supervision: loads clean damp clothes into the drum of a drying machine; operates drying machine; and performs related duties as required.

I170 WASHER--Under supervision: loads, operates and empties washing machines; prepares soap solutions and bluing; and performs related duties as required.

I172 HEAD WASHER--Under general supervision: performs the duties of a washer; supervises the work of other washers; and performs related duties as required.

I174 SUPERINTENDENT OF LAUNDRY, LAGUNA HONDA HOME--Under general direction: has charge of and is responsible for the efficient operation of a small laundry such as maintained at Laguna Honda Home; supervises personnel and inmate help by training them and by making assignments; sees that equipment is maintained in proper repair; keeps records of laundry received and distributed; keeps time of subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

I178 SUPERINTENDENT OF LAUNDRY, SAN FRANCISCO HOSPITAL--Under general direction: has charge of and is responsible for the operation of a large laundry such as maintained at the San Francisco Hospital; supervises personnel and determines work procedures; sees that equipment is maintained in proper repair; keeps records of laundry received and distributed; schedules and routes work; keeps time of subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

I 201-250--PORTER SUBDIVISION

I204 PORTER--Under immediate supervision: performs routine maintenance duties involved in cleaning premises, furniture and equipment in an institution, such as mopping, sweeping, dusting, washing walls and windows, waxing and polishing floors; makes beds; delivers, receives, issues and accounts for linens and laundries; sterilizes surgical dressings, glassware, and appliances; conveys food and dishes between wards and kitchen; may assist in care of animals on farm; tends gates; and performs related duties as required.

I206 PORTER SUB-FOREMAN--Under supervision: performs the duties of a porter and supervises the work of a small group of porters performing such duties; or performs more responsible duties in an institution, such as receiving, checking, and caring for clothing, etc. of patients admitted to hospital; caring for experimental animals; disinfecting laundry at isolation hospital; and performs related duties as required.

I208 PORTER FOREMAN--Under general supervision: assists a head porter in supervising and directing a large group of porters, checks supplies and keeps time of subordinates; and performs related duties as required.

I210 HEAD PORTER--Under direction: supervises a large group of porters, such as all porters at the San Francisco Hospital, including responsibility for training, assignment and discipline; orders supplies; and performs related duties as required.

I 251-300--SEWING SUBDIVISION

I254 SEAMSTRESS--Under supervision: marks linen, blankets, pillows and mattress with identification tags; mends and makes towels, sheets, baby clothes, mattress covers, etc.; and performs related duties as required.

I256 HEAD SEAMSTRESS--Under general supervision: supervises the operation of the sewing room and supervises a group of seamstresses engaged in measuring, cutting, and sewing dresses, shrouds, night-gowns, etc., for inmates, and in ordinary sewing and mending of clothing, bed and table linen; requisitions materials; and performs related duties as required.

I 301-350--VOCATIONAL TRAINING SUBDIVISION

I302 INSTRUCTOR IN OCCUPATIONAL THERAPY--Under general supervision: instructs inmates of an institution in the weaving of baskets, reed furniture, rugs and similar products for the purpose of occupational therapy; and performs related duties as required.

DIVISION J

LABOR SERVICE

This division includes duties involving manual labor or the supervision of such labor, except where such duties have been separately classified in other divisions for better comparison with related duties.

(See also building trades, electrical trades, metal trades, or miscellaneous trades divisions. For unskilled labor duties not included in this division, see custodial or institutional divisions.

J 1-50--GENERAL LABOR SUBDIVISION

J4 LABORER--Under immediate supervision: performs unskilled manual duties or assists skilled workers by performing simple tasks; loads or unloads lumber, pipe, sand, rock and other building materials; digs and back-fills ditches, holes, and trenches; erects poles; cleans and sweeps streets and removes debris; cleans and maintains safety isle button reflectors; excavates and removes paving surface for street reconstruction; may act as trolleyman; and performs related duties as required.

J10 LABOR SUB-FOREMAN--Under supervision: performs the duties of a laborer and in addition supervises the work of a small group of laborers or assists a foreman in the supervision of a large group; and performs related duties as required.

J10a	Labor	Sub-Foreman	(Public Works)
J10b	"	"	(Public Utilities)
J10c	"	"	(Electricity)

J12 LABOR FOREMAN--Under general supervision: supervises the work of a large group of laborers; keeps time of subordinates; receives, checks and issues supplies; and performs related duties as required.

J12a	Labor	Foreman	(Public Works)
J12b	"	"	(Electricity)
J12c	"	"	(Recreation)
J12d	"	"	(Public Utilities)

J 51-100--SPECIAL LABOR SUBDIVISION

This Subdivision includes manual duties requiring some specialized knowledge or experience.

J54 BOOK REPAIRER--Under supervision: repairs damaged or worn books to restore them to usable condition, e.g.: cuts covers loose from body; cuts stitching of body and resews body firmly; trims edges of pages; repairs damaged pages with transparent tape and paste them in place in book; pastes lining in place and reinforces linings when necessary; and performs related duties as required.

J56 SUB-FOREMAN BOOK REPAIRER--Under general supervision: performs the duties of a book repairer, and in addition supervises the work of a group of book repairers; and performs related duties as required.

J64 MOWER MAINTENANCE MAN--Under general supervision: maintains hand-propelled mowing equipment in good repair by sharpening cutters, oiling, and making necessary repairs to defective equipment; and performs related duties as required.

J66 GARAGEMAN--Under supervision: lubricates automobiles, trucks, and similar equipment; supplies cars with gas, oil, water and air; changes batteries, tires and oil; and performs related duties as required.

J68 SUB-FOREMAN GARAGEMAN--Under supervision: performs the duties of a garageman and in addition, supervises the work of a small group of garagemen; and performs related duties as required.

J70 HOSTLER--Under general supervision: takes care of horses; waters and feeds them with proper rations; grooms horses by brushing, currying and washing them, and trimming their manes and tails; inspects animals for sickness; maintains stables, equipment and tack in clean and sanitary condition; saddles and harnesses horses; may be required to drive team or single horse to plow, or cultivate or to haul materials; and performs related duties as required.

J74 RODENT CONTROLMAN--Under supervision: in an assigned district, locates rat colonies; baits and sets traps; removes rats from traps, tags and delivers them to laboratory for examination; and performs related duties as required.

J78 STOCKMAN--Under supervision: hand-trucks or carries furniture, equipment and other heavy stores about a warehouse; maintains in a warehouse, furniture, equipment, building materials and other stores; performs miscellaneous duties in the installation and maintenance of school equipment involving use of simple tools; keeps simple inventory records; and performs related duties as required.

J80 FOREMAN STOCKMAN--Under direction: supervises the work of a group or groups of stockmen engaged in moving or installing heavy equipment; and performs related

duties as required.

J91 RIGGER GROUNDMAN--Under general supervision: acts as groundman tending the cable which is used in lifting heavy objects; fastens hook of cable on to stumps or logs and signals operator of winch; assists in moving heavy objects by placing and adjusting rollers while object is in motion; and performs related duties as required.

J92 ROPE CABLE SPLICER--Under supervision: splices heavy steel or rope cable; examines cable for defective strands and repairs same; and performs related duties as required.

J 101-150--STREET CLEANING SUBDIVISION

(For other duties connected with street cleaning, see General Labor Subdivision. For operators of sweepers, etc., see Miscellaneous Trades Division.)

J108 DISTRICT DIRECTOR OF STREET CLEANING--Under direction: regularly plans and directs the work of several groups of subordinates engaged in street cleaning, which groups may be working in different locations; is responsible for the cleaning of streets in a large assigned district; makes assignments for operators of flushing trucks, sweepers and other special equipment; investigates complaints; makes required reports; and performs related duties as required.

J112 SUPERVISOR OF STREET CLEANING--Under general direction: assists in the planning and directing of the cleaning of all streets, the hauling and disposal of street cleanings; the securing of dumping grounds therefor; the assignment of all employees and equipment; in the handling of complaints and the maintenance of office operating maps and schedules as well as all activities of the street cleaning division of the department of public works; also makes required reports; and performs related duties as required.

J 151-200--TRACK MAINTENANCE SUBDIVISION

J152 TRACKMAN--Under immediate supervision: performs general manual duties in connection with the laying, repair and maintenance of street railway track and roadbed and cable road equipment such as laying, spiking and bolting and tamping ballast; removing, replacing and oiling pulleys; and performs related duties as required.

J156 SWITCH REPAIRER--Under supervision: inspects, cleans, lubricates, and otherwise maintains and repairs track switches; and performs related duties as required.

J160 TRACK WELDER--Under general supervision: fuses metal tracks together by means of an oxyacetylene torch and welding rods, or by using an arc welding apparatus fabricates or repairs tracks; and performs related duties as required.

J162 ELECTRIC ARC WELDER--Under general supervision: fuses metal parts together by means of oxyacetylene torch and welding rods, or by using an arc welding apparatus fabricates or repairs metal frames and parts of street cars; and performs related duties as required.

J166 TRACK FOREMAN--Under general supervision: supervises the work of a large group of trackmen, and may, incidental thereto, plan minor phases of such work; receives, checks and issues supplies; keeps time of subordinates; and performs related duties as required.

J168 GENERAL FOREMAN TRACKMAN--Under direction: regularly plans and directs the work of several groups of track employees which groups may be working at different locations; estimates costs; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

DIVISION K

LEGAL SERVICE

This division includes only those duties requiring the qualifications of an attorney licensed to practice in the courts of California.

K 1-50--CIVIL SUBDIVISION

K4 ATTORNEY, CIVIL--Under direction: prepares and prosecutes or defends ordinary routine civil actions in which the city is involved; represents the city in matters before the industrial accident commission; prosecutes actions for damages to city property and for collection of personal property taxes; prepares opinions on legal questions of average difficulty; assists with more important legal matters; and performs related duties as required.

K6 SENIOR ATTORNEY, CIVIL--Under general direction: prepares and prosecutes or defends important civil actions in which the city is involved; represents the city in actions for damages against the municipal railway; prosecutes civil actions for forfeiture of bonds; defends the police department in actions for return of property; prepares formal opinions on legal questions of more than average difficulty; and performs related duties as required.

K8 PRINCIPAL ATTORNEY, CIVIL--Under general administrative direction: prepares and prosecutes or defends involved civil cases requiring a high degree of professional experience, skill and judgment; prosecutes or defends major civil actions in which the city is involved; represents the city in the acquisition of land for public use and in condemnation proceedings; prepares formal opinions on legal questions of intricate and complex nature; and performs related duties as required.

K10 HEAD ATTORNEY (CIVIL)--Under general administrative direction: prepares and defends the most involved and important personal injury and damage cases arising through operation of the municipal railway, which cases require a high degree of professional experience, skill and judgment in jury trial work; assigns work to and supervises the work of principal and senior attorneys, civil, engaged in legal matters involving the municipal railway; and performs related duties as required.

K12 CHIEF ATTORNEY, CIVIL--Under general administrative direction: performs the duties of a principal attorney and in addition assigns work to other attorneys and advises them regarding their assignments; acts as city attorney in the absence of the latter; and performs related duties as required.

K16 SPECIAL COUNSEL, WATER SERVICE--Under general administrative direction: performs assigned legal duties of a technical or highly specialized nature in the water service; and performs related duties as required.

K 51-100--CRIMINAL LAW SUBDIVISION

K52 JUNIOR ATTORNEY, CRIMINAL--Under general supervision: hears and determines complaints in the warrant and bond office of the district attorney's office; issues citations; prepares complaints and warrants for issuance by magistrates; advises police officers, municipal and state inspectors and investigators as to proper criminal charges; subject to judicial approval, fixes bail in misdemeanor cases where arrest is made without warrant; accepts bail and issues receipt therefor; acts as relief attorney in prosecuting matters before the municipal court; and performs related duties as required.

K54 ATTORNEY, CRIMINAL--Under direction: prepares and prosecutes criminal cases in the municipal court; assists in handling superior court cases; as assigned acts as relief attorney in prosecuting matters before the superior court; and performs related duties as required.

K56 SENIOR ATTORNEY, CRIMINAL--Under general direction: prepares and prosecutes important criminal cases involving the exercise of considerable independent judgment; prosecutes ordinary criminal actions in the superior court; and performs related duties as required.

K58 PRINCIPAL ATTORNEY, CRIMINAL--Under general administrative direction: performs legal duties, in connection with criminal matters, requiring a high degree of professional experience, skill and judgment; prosecutes major criminal actions; presents evidence in criminal matters before the grand jury and prepares indictments; directs a group of subordinates handling complaints and issuing citations and warrants of arrest; and performs related duties as required.

K60 HEAD ATTORNEY, CRIMINAL--Under general administrative direction: prepares and prosecutes the most involved and important criminal cases requiring a high degree of professional experience, skill, and judgment in jury trial work; assigns work to and supervises subordinate attorneys; and performs related duties as required.

K62 CHIEF ATTORNEY, CRIMINAL--Under general administrative direction: performs duties of a head attorney and in addition assigns work to other attorneys and advises them regarding their assignment; acts for district attorney in the absence of the latter; and performs related duties as required.

DIVISION L

MEDICAL AND SCIENTIFIC SERVICE

This division includes duties requiring medical training or professional training in the sciences.
(For duties requiring nursing training, see nursing division.)

L 1-50--ADMINISTRATIVE SUBDIVISION

L2 ASSISTANT SUPERINTENDENT, MEDICAL, SAN FRANCISCO HOSPITAL--Under general direction: acts as principal assistant to the superintendent of San Francisco Hospital in the administration of the medical and social service activities and functions of the San Francisco Hospital; in the absence of the superintendent, acts in his capacity; and performs related duties as required.

L6 SUPERINTENDENT OF SAN FRANCISCO HOSPITAL--Under general administrative direction: has charge of and is responsible for the proper administration of the San Francisco Hospital; acts as medical director; plans and directs all activities of the San Francisco Hospital, including social service activities, and the isolation, tuberculosis, psychopathic, and maternity divisions and Mission Emergency Hospital, and supervises maintenance of buildings and premises; furnishes policies, procedures and information to the supervisors of the various functional sections of the hospital; controls and approves for release all information concerning patients; approves autopsies, emergency operations and release of bodies; is responsible for admission and discharge of patients in exceptional cases; and performs related duties as required.

L8 ASSISTANT SUPERINTENDENT, LAGUNA HONDA HOME--Under general direction: acts as principal assistant to the superintendent, Laguna Honda Home; directs maintenance of inmates' records; supervises the preparation of employee and inmate payrolls; receives inmates' moneys and valuables left for safekeeping and for payment of maintenance; prepares statistical records as required; checks and certifies records of inmates who are recipients of old age assistance in accordance with the Welfare and Institutions Code; during the absence of the superintendent, acts in his capacity; and performs related duties as required.

L9 ASSISTANT SUPERINTENDENT, MEDICAL, LAGUNA HONDA HOME--Under the general direction of the superintendent, Laguna Honda Home: is responsible for the diagnoses, treatment and care of patients of the Laguna Honda Home; is responsible for the supervision of the personnel engaged in medical care of patients and in the operation of X-ray and laboratory facilities; performs other related duties as required.

L10 SUPERINTENDENT, LAGUNA HONDA HOME--Under general administrative direction: has charge of and is responsible for the proper administration of the Laguna Honda Home; directs and coordinates the subsistence, custodial, clerical, medical, and nursing functions of the Laguna Honda Home; has charge of the maintenance of buildings and grounds, and the supervision of personnel engaged therein; has custody of inmates' money; arranges for burial of indigent dead; is responsible for admission of patients and inmates; counsels and disciplines inmates as required; and performs related duties as required.

L16 ASSISTANT DIRECTOR OF PUBLIC HEALTH--Under general administrative direction: acts as principal assistant to the director of public health in administering all phases and activities of the department of public health; during the absence of the director of public health acts in his capacity; and performs related duties as required.

L18 DIRECTOR OF PUBLIC HEALTH--Subject to administrative approval: has charge of and is responsible for the proper administration of the department of public health which includes emergency hospital service, San Francisco and isolation hospitals, Laguna Honda Home, Hassler Health Home, various clinics, health centers, laboratories, health, food and sanitary inspection services; is responsible for the enforcement of all public health laws, ordinances, and regulations.

L19 CHIEF, DIVISION OF PUBLIC HEALTH EDUCATION--Under general administrative direction: is responsible for the formulation and administration of a public health educational program designed to include all phases of modern public health practices; contacts community groups, organizations and individuals to stimulate interest and the development of public health programs; selects, prepares and distributes educational material by the use of pamphlets, news releases, radio scripts and other media; conducts lectures and conferences; and performs related duties as required.

L20 PUBLIC HEALTH EDUCATOR--Under general direction: is responsible for a limited public health educational program for the City and County of San Francisco; works especially in promoting public health educational information referring to venereal diseases; gives talks and lectures to groups such as labor unions, women's clubs, etc.; prepares health information for distribution to newspapers and magazines; prepares public health radio talks; acts as educational assistant to the director of public health and the chief, division of venereal disease control, with reference to preparation of factual information and educational material in connection with venereal disease control; gathers public health material for this purpose; carries

on a venereal disease patient educational program; prepares printed material for this purpose; and performs related duties as required.

L 51-100--BACTERIOLOGICAL SUBDIVISION

L52 BACTERIOLOGICAL LABORATORY ASSISTANT--Under general supervision: prepares media for the culture of bacilli and for the examination of milk and for the examination of milk and milk products, shell fish, water, fruit and fruit juices, and miscellaneous beverages; prepares stains, dyes, chemical reagents, and differentiating media required for diagnostic purposes; prepares and sterilizes supplies and equipment for use in laboratory; assists with the plating of milk and water sample; and performs related duties as required.

L53 TISSUE TECHNICIAN--Under general direction: prepares tissues and organs for gross and microscopic examination by a pathologist; performs duties of a clinical laboratory technician; and performs related duties as required.

L55 CLINICAL LABORATORY TECHNICIAN--Under general direction: tests and examines discharges, secretions, body fluids, and tissues to discover the presence of pathogenic microorganisms or other characteristics of the specimens for diagnostic purposes by the study of the morphologic, metabolic, serologic, infective, biochemical, hematologic, and/or toxigenic and other properties of pathogenic microorganisms or constituents of specimens; and performs related duties as required.

L56 BACTERIOLOGIST--Under general direction: tests and examines environmental specimens, discharges, secretion, body fluids, and tissues to discover the presence of pathogenic microorganisms for diagnostic purposes and/or to discover sources of infection, and/or to determine if persons should be isolated, quarantined, or released therefrom by the study of the morphologic, metabolic, serologic, infective, and/or toxigenic properties of microorganisms; and performs related duties as required.

L58 SENIOR BACTERIOLOGIST--Under general direction: is responsible for the activities of the Bacteriological Laboratory of the Department of Public Health and the supervision of the personnel assigned; supervises the maintenance of necessary records; as required, performs the duties of a bacteriologist; and performs related duties as required.

L64 CONSULTANT BACTERIOLOGIST--Under general administrative direction: acts as consultant at the bacteriological, serological and chemical laboratories of the department of public health; develops plans and programs for laboratory research in public health problems.

L66 CLINICAL TECHNICIAN, BLOOD BANK--Under general supervision: examines blood, plasma, and solutions within the blood preservation laboratory; checks sterility, meholysis, age, amount, temperature, and maintains efficient handling of such solutions; supervises and assists in preparation and sterilization of equipment, donor and recipient sets, solutions, etc.; dispenses blood and plasma; checks reactions, reaction records, and related factors; maintains adequate supply of all types of blood, maintains donor schedules; under supervision coordinates administrative problems of the blood preservation laboratory in relation to donors, recipients, house staff, surgery, and other departments and laboratories; assists with research; maintains complete records; and performs related duties as required.

L67 ASSISTANT CLINICAL TECHNICIAN, BLOOD BANK--Under supervision: in the blood preservation laboratory assists with donors and drawing of blood; types, cross-matches, prepares bacteriological studies; performs serological and chemical studies on blood, plasma and serum; maintains check on blood and fluids under storage; dispenses blood for transfusions; cleanses and sterilizes equipment; cleanses, assembles, and sterilizes donor and recipient sets; prepares solutions; maintains records and statistical information as directed; assists in research work; and performs related duties as required.

L70 PHYSIOTHERAPIST--Under general supervision and in accordance with the treatment prescribed by a physician: administers physiotherapy treatments including massage, exercise, and manipulation of muscles; exposes patients for specified time to heat, ultra-violet or other electric-ray lamps; and performs related duties as required.

L72 MEDICAL LABORATORY ASSISTANT--Under supervision: obtains electro-cardiograms and basal metabolisms; prepares patient by making him comfortable and applying electrode jelly; operates machine; develops and mounts photographic records; types report of physician's diagnosis; maintains files of reports; prepares basal metabolism machine; adjusts mouthpiece and affixes nosepiece; opens oxygen valve and starts recording drum; takes and records blood pressure; records personal statistics; computes B.M.R. according to formula; and performs related duties as required.

L 101-150--CHEMICAL SUBDIVISION

L102 FOOD CHEMIST'S ASSISTANT--Under general supervision: assists chemists in making chemical tests and in recording chemical reactions and in preparing various

chemical solutions; assists in making records thereof; and performs related duties as required.

L104 FOOD CHEMIST--Under direction: makes chemical tests and examinations of food, food-products, meat and meat-products to determine if public health standards are complied with; makes toxicological examinations to determine presence (or absence) of poisons; makes urinalysis; examines cosmetics for the presence of harmful or injurious ingredients; maintains necessary records; and performs related duties as required.

L106 SENIOR FOOD CHEMIST--Under general direction: is responsible for the activities of the chemical laboratory of the department of public health and the supervision of the personnel assigned; supervises the maintenance of necessary records; as required, performs the duties of a food chemist; and performs related duties as required.

L110 TOXICOLOGIST--Under general direction: conducts chemical examinations of blood or tissue to detect the presence of poison; makes reports on findings and testifies as an expert witness on suspected poisons; and performs related duties as required.

L114 ENGINEERING CHEMIST--Under direction: tests chemical and physical properties of materials used in engineering construction, such as rock, sand, cement, asphalt, etc.; tests paint, varnish, and other building materials to see that they conform to specifications; test strength and other properties of concrete or of steel; and performs related duties as required.

L115 CHEMIST, SEWAGE TREATMENT PLANT--Under direction: assists in supervising the operation and maintenance of a complete sewage treatment plant and makes routine laboratory tests to determine operating efficiency; acts in place of superintendent during his absence; does research and experimental chemical laboratory work; and performs related duties as required.

L130 WATER CHEMIST--Under general supervision: makes complete mineral analyses for drinking or irrigation water quality; or makes routine chemical analyses for sewage treatment plant; makes routine bacteriological analyses, testing for coliform group of bacteria; identifies biological growths by microscopical examination; prepares reagents and media; assists in laboratory investigations and research programs; and performs related duties as required.

L132 SENIOR WATER CHEMIST--Under general direction: is in charge of the analytical work carried on in the water department laboratory; supervises, assigns or makes bacteriological analyses, chemical analyses, biological analyses, and the preparation of reagents and media; carries out laboratory investigations and research programs; prepares reports; and performs related duties as required.

L 151-200--DENTAL SUBDIVISION

L152 DENTAL HYGIENIST--Under general supervision: cleans the teeth of patients; gives lectures in schools on the proper care of teeth; and performs related duties as required.

L156 DENTIST--Under general direction: does general dental work including cleaning, filling or extracting of teeth and giving mouth treatments; and performs related duties as required.

L160 DIRECTOR OF DENTAL BUREAU--Under general administrative direction: has charge of and is responsible for the proper administration of the dental bureau; directs the work of subordinate dentists and dental hygienists; and performs related duties as required.

L 201-250--DIETETIC SUBDIVISION

L202 DIETITIAN--Under direction: develops and plans special diets and supervises the preparation of such diets; supervises activities and personnel of ward kitchens; writes ward food orders and checks food service from main kitchen; supervises dining room food service including working schedules for waiters and waitresses; advises on dietary requirements; requisitions needed supplies; and performs related duties as required.

L206 CHIEF DIETITIAN--Under general direction: supervises and directs the work of subordinate dietitians; exercises general supervision of diet laboratory, ward kitchens and dining rooms; plans menus and requisitions food supplies for nutrition center schools; plans menus for staff and patients and exercises general supervision over the service of such menus; performs related duties as required.

L208 NUTRITIONIST--Under direction: serves as consultant for lay and professional groups in the development of nutritional programs; gives talks and demonstrations on foods and nutrition including food preparation, food value, food costs, and food needs for different ages and occupational groups; conducts courses of instruction in nutrition for groups of doctors, dentists, nurses, public health personnel,

teachers, and community groups; advises and assists with the establishment of school lunch rooms; cooperates with personnel responsible for the food of patients in county institutions, and with those in charge of lunch programs in industrial plants; dictates correspondence and prepares reports; and performs related duties as required.

L 251-300--OPTOMETRIST SUBDIVISION

L252 OPTOMETRIST--Under general direction: examines the eyes of school children for defects that can be corrected by lenses, prisms, or eye exercises, and reports findings to the nurse assigned to the school; and performs related duties as required.

L 301-350--PHARMACIST SUBDIVISION

L304 PHARMACIST--Under general supervision: compounds and dispenses medicines, including narcotics, according to the United States pharmacopeia and national formulae, and preparations as directed by prescription and is responsible for the fulfillment of all requirements of federal and state narcotic regulations; preserves drugs, medicines, biologicals and chemicals; maintains stock of drugs, medical and other pharmaceutical supplies; and performs related duties as required.

L306 SENIOR PHARMACIST--Under direction: has charge of a pharmacy in an institution and is responsible for activities of subordinate pharmacists and other assistants; is also responsible for the requisitioning, receiving, and checking of supplies and for the checking and approval of invoices; enforces compliance with all state and federal narcotics regulations; performs the duties of a pharmacist as required; and performs related duties as required.

L 351-400--PHYSICIAN SUBDIVISION

This Subdivision includes duties required of internes in training and duties requiring the skill and experience of a licensed Doctor of Medicine, except where such duties are classified in other Subdivisions for better comparison with related employments.

L352 INTERNE--Under immediate supervision of medical staff: renders medical care by taking medical histories, giving physical examinations, diagnosing the conditions and administering and prescribing treatments for patients under his care; acts as assistant to the medical and surgical staff.

L354 HOUSE OFFICER--Under the supervision of visiting staff and supervising physicians: renders on special assignment general medical and surgical care by diagnosing and treating patients; supervises the work of assigned internes.

L356 SENIOR HOUSE OFFICER--Under the supervision of visiting staff and supervising physicians: renders specialized medical and surgical care; supervises the work of internes and house officers.

L357 RESIDENT PHYSICIAN--Under the general supervision of staff physicians: performs the duties of a physician or surgeon in a specialized field of medicine, such as internal medicine, radiology, surgery, or pediatrics; supervises the work of assigned house officers, senior house officers, and internes.

L359 SUPERVISING PHYSICIAN, BLOOD BANK--Under general direction: directs the activities of the blood bank; supervises maintenance of donor schedules and the performance of laboratory procedures; is responsible for maintenance and preservation of adequate supplies of all types of blood; and performs related duties as required.

L360 PHYSICIAN--Under general direction: renders general medical attention to patients; makes physical examinations, diagnoses, prescribes medicine for, and otherwise treats diseases and disorders of the human body; may examine applicants for admission to a hospital or clinic; and performs related duties as required.

L362 SUPERVISOR OF CITY PHYSICIANS--Under general administrative direction: directs and supervises the medical care of cases referred by charitable organizations, or the public welfare department, or the department of public health, including cases recommended for transfer from private hospitals to the San Francisco Hospital, and cases dismissed from the San Francisco Hospital; supervises the work of subordinate city physicians; investigates and adjusts complaints regarding services rendered by city physicians; and performs related duties as required.

L363 SUPERINTENDENT, HASSLER HEALTH HOME--Under general administrative direction: has charge of and is responsible for the proper administration, operation and maintenance of the Hassler Health Home and the medical and nursing care of patients of that institution; directs the work of personnel assigned to Hassler Health Home; supervises the maintenance of records; and performs related duties as required.

L364 PHYSICIAN SPECIALIST--Under general direction: performs the duties of a physician in one of the following fields: psychiatry, epidemiology, venereal disease control, pathology, tuberculosis control, orthopedics, obstetrics, and communicable diseases, and in other specialized fields requiring advanced and specialized education, training and experience.

L368 DIRECTOR, BUREAU OF CHILD HYGIENE--Under general administration direction: has charge of and is responsible for the proper administration of the bureau

of child hygiene; directs the work of physicians assigned to well-baby conferences; supervises the immunization program of all children; and performs related duties as required.

L371 DIRECTOR, BUREAU OF COMMUNICABLE DISEASES--Under general administrative direction: has charge of and is responsible for the proper administration of the bureau of communicable diseases; directs work in connection with investigation and control of infectious and contagious diseases, involving supervision of the work of physicians specializing in epidemiology and other assigned personnel; directs procedure and activities at chest clinics; directs procedure and activities at genito-urinary diagnostic centers and clinics; enforces laws and ordinances relating to control of communicable diseases; recommends policies thereon; and performs related duties as required.

L375 CHIEF, DIVISION OF TUBERCULOSIS CONTROL--Under general direction: supervises the public health aspects of a program for tuberculosis control other than in schools; coordinates follow-up work of public health nurses investigating contact sources of infection: receives reports from, and generally cooperates with other hospitals and clinics; and performs related duties as required.

L376 CHIEF, DIVISION OF VENEREAL DISEASE CONTROL--Under general direction: supervises the operation and administration of the venereal disease clinic, including the supervision of its personnel; directs work in connection with the investigation and control of venereal disease; is responsible for a venereal disease control program in certain city and county institutions and clinics and cooperates with other public and private agencies in a general public venereal disease control program; performs clinic work in the examination and treatment of venereal disease cases; and performs related duties as required.

L 401-450 PSYCHOLOGICAL SUBDIVISION

L404 PSYCHOLOGIST--Under direction: administers, scores and interprets various types of psychological tests; furnishes information to parents for child guidance and habit training; visits homes, schools or agencies for testing and/or child guidance; makes psychological case reports; and performs related duties as required.

L406 SENIOR PSYCHOLOGIST--Under general direction: has charge of a psychological clinic; tests and measures intelligence, and diagnoses problem cases; extends consultant service to probation officers; makes referrals for psychiatric study when necessary, and performs related duties as required.

L 451-500--RADIOLOGIST SUBDIVISION

L452 X-RAY TECHNICIAN--Under general supervision: prepares patient for X-ray treatment, fixing position and protective plates, etc.; manipulates switches to regulate time and intensity of exposure according to formula; exposes film; develops and dries films; and performs related duties as required.

L456 SENIOR X-RAY TECHNICIAN--Under direction: performs the duties of an X-ray technician and in addition directs the work of subordinate X-ray technicians and assistants; and performs related duties as required.

L458 ROENTGENOLOGIST--Under general administrative direction: is responsible for the activities and operations of the X-ray department of the San Francisco Hospital; makes medical and surgical diagnoses from radiographs; consults in the use of X-ray as a therapy medium; acts in an advisory capacity to other bureaus of the department of public health in matters relevant to radiology; supervises the maintenance of X-ray records; performs other related professional and administrative duties incidental to the operation of the X-ray laboratory; and performs related duties as required.

L 501-550--SURGICAL SUBDIVISION

L502 AUTOPSY SURGEON--Under general direction: performs autopsies, as directed by the coroner, in murder, manslaughter, and accident cases, reports findings, and gives testimony at inquests and court trials; where legally deputized, holds inquests at the direction of the coroner; and performs related duties as required.

L504 EMERGENCY HOSPITAL SURGEON--Under general direction: renders medical and emergency surgical care to patients in the emergency hospitals as assigned; and performs related duties as required.

L506 ASSISTANT CHIEF SURGEON, EMERGENCY HOSPITAL--Under general direction: acts as principal assistant to the chief surgeon in directing the work of emergency hospital surgeons; as required consults with and advises such subordinates; acts for the chief surgeon in his absence; and performs related duties as required.

L508 CHIEF SURGEON, EMERGENCY HOSPITAL--Under general administrative direction: directs and coordinates the emergency hospital service and performs major emergency operations or may serve as a consultant in surgical operations; and performs related duties as required.

L 551-650--AUDIOMETER SUBDIVISION

L602 AUDIOMETER TECHNICIAN--Under general supervision: with an audiometer tests and measures hearing of groups of school children; records, summarizes and reports results thereof; and performs related duties as required.

L 651-700--INVESTIGATIVE SUBDIVISION

L660 INVESTIGATOR OF VENEREAL DISEASES--Under direction: makes investigations and gathers and compiles data relative to the sources of venereal disease infections and the reasons for the spread of such diseases; interviews infected persons and known contacts who are suspected of being infected to determine source of infection; makes follow-up investigations to determine that infected persons continue treatment as long as disease remains communicable; recommends that infected persons who refuse or neglect treatment be quarantined; refers suspects to private physicians or clinics for examination; acts as a liaison officer between the various governmental and private agencies concerned; confers with local law enforcement agencies, public health agencies, hospitals, clinics, penal and charitable institutions, and similar institutions and agencies and solicits their cooperation in the proper reporting, quarantine, and examination of cases of venereal diseases and the maintaining of proper control measures; contacts clinics, dispensaries, and prophylactic stations and assists in the enforcement of venereal disease act; places posters, distributes literature, and generally assists in publicizing the program for the prevention and control of venereal diseases; prepares reports covering inspections and investigations made; and performs related duties as required.

DIVISION M

METAL TRADES SERVICE

This division includes duties requiring skill in the metal trades, the supervision of such duties, and the duties of assistant which require previous experience in these trades.
(See also building trades, electrical trades, and miscellaneous trades divisions.)

M 1-50--ADMINISTRATIVE SUBDIVISION

This Subdivision covers duties involving the planning and direction of mechanical construction, repairs, or operation, and the supervision of various crafts assigned to such work, but does not include foremen of single crafts.

M2 GENERAL FOREMAN MACHINIST--Under general direction: regularly plans and directs the work of machinists and other craftsmen; has charge of and is responsible for the operation of a general machine shop such as is maintained for repair and maintenance of trucks, automobiles, and general automotive and mechanical equipment; prepares estimates and requisitions of parts and materials; and performs related duties as required.

M6 SUPERINTENDENT OF EQUIPMENT AND OVERHEAD LINES--Under general administrative direction: has charge of the maintenance and repair of rolling stock, power distributing system, and equipment of the municipal railway; is responsible for maintenance policies and practices; recommends improvements in street railway equipment; plans and directs the work of various crafts engaged in such work; and performs related duties as required.

M8 GENERAL SUPERINTENDENT OF SHOPS--Under general administrative direction: has charge of the general machine shops under the jurisdiction of the purchaser of supplies; is responsible for the repair and maintenance of equipment such as fire engines, trucks, automobiles, ambulances, fire boats, rock crushers, high pressure pumping stations and auxiliary equipment; directs the manufacture and construction of various types of mechanical equipment; maintains necessary inventories and accounting records; plans and directs the work of the personnel of the general machine shops; and performs related duties as required.

M20 SUPERINTENDENT OF EQUIPMENT--Under general direction: supervises and directs the maintenance and repair of rolling stock, equipment and shops of a major division of the Municipal Railway; and performs related duties as required.

M22 SUPERINTENDENT OF POWER AND LINES--Under general direction: supervises and directs the operation and maintenance of power stations and lines, overhead and underground feeders of a major division of the municipal railway; and performs related duties as required.

M 51-100--AUTOMOTIVE MAINTENANCE SUBDIVISION

M53 AUTO MECHANIC--Under supervision: performs duties in connection with the repair of automotive equipment when such duties do not require the skill and experience of a journeyman machinist; maintains, repairs, or replaces units of automotive equipment, engines, transmissions, clutches, rear ends and other assemblies; replaces worn or broken parts; adjusts brakes; tightens body bolts; aligns wheels; installs accessories; adjusts or replaces parts of ignition system; checks the need and extent of repairs and makes report thereon; and performs related duties as required.

M54 AUTO MACHINIST--Under general supervision: performs duties requiring the skill and experience of a journeyman machinist with experience in the repair of automobiles; disassembles and overhauls engines, transmissions, clutches, rear ends; and other assemblies on automobiles; operates general shop machines and equipment in the repair and manufacture of parts; performs general bench or hand work; rebuilds automotive units; and performs related duties as required.

M55 FOREMAN AUTO MACHINIST--Under direction: supervises the work of a group of auto machinists and others engaged in related duties; requisitions and checks delivery of materials; keeps time of subordinates; and performs related duties as required.

M55a Foreman Auto Machinist (Public Utilities)
M55b " " " (Purchasing)

M56 GARAGE FOREMAN--Under direction: supervises the work of a group or groups of auto machinists in the maintenance and repair of automotive equipment; requisitions and checks delivery of material; keeps time of subordinates; and performs related duties as required.

M57 SUB-FOREMAN AUTO MACHINIST--Under general supervision: performs the duties of an auto machinist and in addition supervises the work of a small group of auto machinists, and performs related duties as required.

M57a Sub-Foreman Auto Machinist (Public Utilities)
M57b " " " " (Purchasing)

M60 AUTO FENDER AND BODY WORKER--Under general supervision: performs duties requiring the skill and ability to use welding torch, grinding machine, drills, and sheet metal tools; constructs, repairs, and straightens automobile fenders, bodies, and radiators; and performs related duties as required.

M70 INSPECTOR OF AUTOMOTIVE EQUIPMENT--Under general supervision: determines the need for repair of departmental motor vehicles; schedules the repair of motor vehicles by advising the general superintendent of shops as to which of the vehicles should have priority of repair to prevent disruption of essential departmental functions; may instruct department employees in proper care of vehicles; and performs related duties as required.

M 101-150--BLACKSMITHING AND MOLDING SUBDIVISION

M107 BLACKSMITH'S FINISHER--Under supervision: assists blacksmiths in performing duties requiring the use of tools of the trade, including power tools, such as forging, hardening, tempering and forming iron and steel; drills, grinds, fits and assembles forged metal parts; fits handles into hand-tools; sharpens tools; repairs hose and hose couplings; assists in replacing springs, and straightening frames, fenders, bodies, brackets and special devices on heavy equipment and trucks; and performs related duties as required.

M108 BLACKSMITH--Under general supervision: performs duties requiring the skill and experience of a journeyman blacksmith in the forging of metal articles and parts for the building, repairing, or manufacturing of tools and equipment; forges, hardens, tempers, forms, or shapes iron and steel in such processes; may supervise and instruct finishers and helpers; performs related duties as required.

M110 MOLDER'S HELPER--Under supervision: assists a molder in casting metal patterns; operates brass melting machine; pours metal; removes casts; and performs related duties as required.

M112 MOLDER--Under general supervision: performs duties requiring the skill and experience of a journeyman molder; casts metal patterns in brass, bronze, or other metals; supervises and teaches helpers; and performs related duties as required.

M 151-200--BOILERMAKING SUBDIVISION

M154 BOILERMAKER'S HELPER--Under supervision: assists boilermakers in performing duties involving use of tools of the trade in such work as repair of boilers, connections, and valves; and performs related duties as required.

M156 BOILERMAKER--Under general supervision: performs duties requiring the skill and experience of a journeyman boilermaker; performs any and all machine and hand operations necessary to fabricate and assemble boilers, tanks, vats and other vessels made of heavy steel plates; repairs fire or water tube boilers, boiler connections, and valves; may supervise and instruct helpers; performs related duties as required.

M158 BOILER INSPECTOR--Under direction: performs duties requiring the skill and experience of a journeyman boilermaker; inspects boilers and connections to ascertain that prescribed laws, rules and regulations pertaining to construction, safety, and use of boilers is being complied with; makes required reports; and performs related duties as required.

M 251-300--MACHINIST SUBDIVISION

M252 MACHINIST'S HELPER--Under supervision: assists machinists in the construction, assembling, installation or repair of machinery or equipment; and performs related duties as required.

M253 MACHINE TOOL OPERATOR--Under supervision: performs duties in a machine shop when such duties do not require the skill and experience of a journeyman machinist; operates a machine tool such as a drill press, shaper, milling machine, etc., in the repair or manufacture of metal mechanical parts and equipment; maintains machines and makes minor repairs and adjustments thereto; may assist by doing simple production bench work; and performs related duties as required.

M254 MACHINIST--Under general supervision: performs duties requiring the skill and experience of a journeyman machinist in the construction, assembling, installation, or repair of machinery or equipment; performs general bench or hand work; operates general machine shop equipment and tools; incidentally and occasionally makes necessary dies, fixtures and tools; and performs related duties as required.

M255 BRACEMAKER--Under general supervision: performs duties requiring the skill and experience of a journeyman machinist; makes various types of orthopedic appliances, such as braces, trusses, or casts for patients receiving surgical or orthopedic care at the San Francisco Hospital; uses machine lathes and may make general repairs to equipment when such repairs require skill of a machinist; and performs related duties as required.

M260 INSTRUMENT MAKER--Under general supervision: performs duties requiring the qualifications of a journeyman machinist and a high degree of skill and experience in the making of precision instruments, and including knowledge and ability to treat, harden and temper steel; constructs and repairs instrument boards and mechanisms, traffic signal devices, timing mechanisms, and similar devices; and performs related duties as required.

M264 FOREMAN INSTRUMENT MAKER--Under direction: supervises the work of a group of instrument makers; requisitions and checks delivery of materials; keeps time of subordinates and cost records; and performs related duties as required.

M265 METER REPAIRMAN--Under supervision: performs semi skilled duties to repair and maintain water meters; replaces worn gears and bushings, grinds and fits balls and sockets to a fairly close hand fit; straightens water meter discs; clears water meters; and performs related duties as required.

M266 FOREMAN METER REPAIRER--Under direction: supervises the overhauling and repair of water meters; is responsible for testing repaired and rebuilt water meters for accuracy before returning meters to stock; requisitions and accounts for spindles, gear trains, registers, discs, and other parts needed in the repair of water meters; keeps time of subordinates; and performs related duties as required.

M268 FOREMAN MACHINIST--Under direction: supervises the work of a group or groups of machinists and related crafts in the construction, assembling, or repair of machinery or special track equipment; requisitions and checks delivery of material; keeps time of subordinates; and performs related duties as required.

M270 SUPERINTENDENT, MACHINE SHOP AND EQUIPMENT, UTILITIES--Under general direction: has charge of machine shop and equipment of city distribution system or Hetch Hetchy machine shop and equipment; is responsible for the mechanical repair of pumping stations, mechanical equipment used in installing mains and service or power house equipment; supervises the operation and repair of trucks, tractors, locomotives, automobiles and other rolling stock at Hetch Hetchy; supervises machinists and other craftsmen in such work; estimates costs and submits bids on equipment such as gate valves, pipe fittings, reducer cones, hot line tools, water wheel and turbine parts, and similar articles; supervises the manufacture of such articles when awarded contracts; keeps time and production records; and performs related duties as required.

DIVISION N

MISCELLANEOUS INSPECTION AND INVESTIGATIVE SERVICE

This division covers all inspectional and investigative duties not included in other divisions. (For building inspector and plumbing inspector, see building trades division; for electrical inspector, see electrical trades division; for boiler inspector, see metal trades division.)

N 1-10--CORONER SUBDIVISION

N4 CORONER'S INVESTIGATOR--Under direction: investigates circumstances of deaths coming under jurisdiction of the coroner: takes charge of bodies, evidence and valuables of deceased; notifies relatives of deceased and makes reports as required; or as assigned prepares reports, charts, maps and statistics relating to causes, location, and other data concerning fatal accidents; and performs related duties as required.

N8 CORONER'S CHIEF INVESTIGATOR--Under general direction: directs the work of coroner's investigators; supervises the work of personnel of office of coroner; and performs related duties as required.

N10 CORONER--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of coroner and of the morgue of the city and county; investigates the deaths of all persons who have died by violence or under suspicious circumstances, or under other conditions specified by state law as requiring investigation; holds inquests; performs all other duties required under powers granted by state law.

N 11-50--DISTRICT ATTORNEY SUBDIVISION

N11 SENIOR INVESTIGATOR, DISTRICT ATTORNEY'S OFFICE--Under general direction: supervises and is responsible for the work of the investigators in the District Attorney's Office; assists in the preparation and prosecution of important criminal cases in the Superior Court and important misdeameanor cases in the Municipal Court; makes investigations to assist in the preparation of important cases for presentation to the Grand Jury and for preliminary hearing in the Municipal Court; and performs related duties as required.

N12 INVESTIGATOR, DISTRICT ATTORNEY'S OFFICE--Under direction: assists in the preparation and prosecution of criminal cases in the superior court, and important misdemeanor cases in the municipal court by investigating complaints made to and public offenses committed in the jurisdiction of the district attorney; makes investigations to assist in the preparation of cases for presentation to the grand jury and for preliminary hearings in the municipal court; when requested by the police department may assist the department in gathering other types of evidence; and performs other related duties as required.

N 51-100--FOOD SUBDIVISION

N53 ASSISTANT DISTRICT SUPERVISOR--Under direction: in an assigned district assists the district supervisor in directing the inspections of market and food and housing and industrial inspectors and in the enforcement of laws pertaining to such inspection; investigates and makes recommendations on special investigations to which assigned; and performs related duties as required.

N54 DISTRICT SUPERVISOR, FOOD AND HOUSING--Under general direction: in an assigned district directs the inspections of marked and food inspectors and housing and industrial inspectors; is responsible in such district for the enforcement of laws involving all food offered for sale in food stores, markets, restaurants and other food establishments and for the enforcement of laws involving fire, health, and safety, and elimination of public nuisances constituting unsanitary conditions; makes inspections involving violations, makes reports and recommendations; acts as principal assistant to the chief food and sanitary inspector in handling cases of violations and unsanitary conditions, and keeping required records; and performs related duties as required.

N56 MARKET AND FOOD INSPECTOR--Under direction: in an assigned district inspects foodstuffs, meat, poultry, and fish offered for sale in food factories, hotels, restaurants, delicatessens, stores, markets, or elsewhere, and including storage of milk in retail establishments, to see that sanitary conditions are maintained and that all laws and ordinances affecting the various establishments are enforced; condemns inferior or diseased meat or products; reports violations of law or unsanitary conditions; recommends appropriate action to remedy situation when violations of laws or ordinances are discovered; makes required reports; and performs related duties as required.

N60 ABATTOIR INSPECTOR--Under direction: performs duties requiring wide experience as an inspector of abattoirs or the training of a licensed veterinarian; under supervision of a veterinarian inspects carcasses for disease; inspects premises where food animals are slaughtered; sees

that laws and ordinances pertaining to abattoirs are complied with; makes required reports; and performs related duties as required.

N62 VETERINARIAN--Under direction: inspects live animals or carcasses for disease, or inspects the conditions of the premises where animals are kept or slaughtered, where his duties involve responsibility for and supervision of such inspections at an abattoir; condemns diseased animals or meat; reports findings and action taken; and performs related duties as required. Possession of state veterinary license is an essential qualification of this position.

N63 CHIEF ABATTOIR INSPECTOR--Under general direction: supervises the work of veterinarians and abattoir inspectors; occasionally performs the work of such classes; exercises final determination in carcass condemnations necessary; orders arrests and prosecutes offenders in the enforcement of the California meat law; and performs related duties as required.

N64 DAIRY AND MILK INSPECTOR--Under direction: makes inspections and prepares reports for the purpose of enforcing laws, rules, regulations and ordinances pertaining to the purity and content of milk and milk products; inspects personnel, plants, equipment, methods, and herds of dairies supplying milk for sale in San Francisco; condemns unsanitary milk supply; retains diseased animals for condemnation by a veterinarian; collects samples of milk and milk products from processors and sellers in San Francisco; inspects processes and premises where milk and milk products are processed in San Francisco; reports findings and action taken; and performs related duties as required.

N70 CHIEF FOOD AND SANITARY INSPECTOR--Under general administrative direction: coordinates and supervises the inspection of all foods offered for sale in food stores, markets, restaurants and other food establishments including food factories; coordinates and supervises all inspection of buildings and industrial plants for conformance with health laws, ordinances, and regulations as to sanitary conditions; reports all violations of laws affecting other departments to the proper authority; assigns personnel; makes studies and recommends toward improvement in inspection services; makes required reports; maintains required records; and performs related duties as required.

N 101-150--GAS, LIGHT, AND WATER SUBDIVISION

This Subdivision includes duties involving the inspection of meters or service of private or municipally owned utilities, such as electric, gas, and water.

N102 STREET LIGHTING INSPECTOR--Under general direction: performs investigating and inspection work in the bureau of light, heat and power in matters pertaining to street lighting; investigates complaints of citizens regarding street lighting; inspects work performed by P.G. and E. under lighting contract and sees that provisions of contract are complied with; plans minor street lighting construction; collects data for preparation of maps and supervises the drafting thereof; checks monthly street lighting bills under contract and maintains necessary records for street lighting division; makes recommendations regarding street lighting; makes required reports; and performs related duties as required.

N 151-200--HORTICULTURAL SUBDIVISION

N154 HORTICULTURAL INSPECTOR--Under direction: performs duties requiring knowledge of entomology, such as inspecting fruits, vegetables, nursery stock, and seeds to detect pests, insects, diseases, and deteriorations; issues permits and certificates for shipment or for sale; enforces provisions of agricultural code and laws and regulations governing interstate or foreign shipment; and performs related duties as required.

N155 SENIOR HORTICULTURAL INSPECTOR--Under general direction: performs the duties of a horticultural inspector and in addition thereto assists in the supervision of the work of the department; acts for the county agricultural commissioner in his absence; and performs related duties as required.

N156 COUNTY AGRICULTURAL COMMISSIONER--Subject to administrative approval: has charge of and is responsible for the proper administration of the horticultural inspection department, and the enforcement of laws pertaining thereto; directs work of horticultural inspectors; maintains necessary records; makes required reports; and performs related duties as required.

N 201-300--HOUSING SUBDIVISION

(For Building Inspector and Plumbing Inspector, see Building Trades Division; for Electrical Inspector, see Electrical Trades Division.)

N204 HOUSING AND INDUSTRIAL INSPECTOR--Under direction in an assigned district; inspects houses and premises, factories, work-shops, laundries, stables and other industrial establishments and premises, for health and safety hazards, and for the purpose of enforcing laws and ordinances pertaining thereto; inspects ventilation, lighting, drainage, garbage disposal and convenience facilities, and general sanitary conditions; investigates the improper storage of oil or gas and all other

conditions contrary to law that constitute a fire, health, or safety hazard or a public nuisance due to unsanitary condition; recommends appropriate action to remedy situation when violations of law or ordinances are discovered; makes required reports; and performs related duties as required.

N 351-400 WEIGHTS AND MEASURES SUBDIVISION

N354 INSPECTOR OF WEIGHTS AND MEASURES--Under direction: inspects and tests the accuracy of weighing and measuring devices and apparatus and examines merchandise in containers to determine adherence to net container law; reports offenders or violations; and performs related duties as required.

N356 SENIOR INSPECTOR OF WEIGHTS AND MEASURES--Under general direction: performs the duties of an inspector of weights and measures and in addition investigates complaints from all districts; assigns inspectors to districts; and performs related duties as required.

N358 SEALER OF WEIGHTS AND MEASURES--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of the sealer of weights and measures; is responsible for the enforcement of all laws relating thereto; when necessary takes action against offenders for violation of such laws; and performs related duties as required.

N 401-500--INVESTIGATING SUBDIVISION

N403 PUBLIC SERVICE DIRECTOR, MAYOR'S OFFICE--Under general direction: performs duties requiring a knowledge of municipal administration and the laws relating thereto; receives, examines and investigates or directs the investigation of complaints received at the Mayor's Office; represents the Mayor at meetings or conferences; prepares data and publicity for release to newspapers, radio, and periodicals; assists in making arrangements for meetings and special events such as parades and similar public functions; may act as an officer for various official or quasi-official bodies named by the Mayor; makes recommendations; makes required reports; and performs related duties as required.

N404 PUBLIC SERVICE ASSISTANT, MAYOR'S OFFICE--Under general direction: investigates or assists in the investigation of complaints received at the Mayor's Office; interviews complainants, employees and officials regarding such complaints; makes required reports; assists in the preparation of data and publicity for release; and performs related duties as required.

N420 CONSUMERS' COMPLAINT INVESTIGATOR--Under general direction: handles consumer's complaints where previous handling does not close case; handles property and public liability damage cases in connection with claims; collects data in connection therewith and prepares such data for city attorney when cases cannot be settled out of court; receives complaints regarding dangerous conditions and routes them to proper source for investigation and necessary action; deals with the public personally or by correspondence or telephone; makes required recommendations and reports; and performs related duties as required.

N422 INVESTIGATIVE REPORTER--Under general direction: takes verbatim statements and testimony from witnesses and suspected offenders at scene of crime and at other places; prepares summaries and abstracts of cases; makes investigations to procure supplemental information for cases being conducted by the District Attorney; interviews persons having or reporting sources of information, or requesting investigations; may supervise stenographic personnel; and performs related duties as required.

DIVISION O

MISCELLANEOUS TRADES SERVICE

This division includes skilled trades not included in other divisions for better comparison with related employment. See also building trades, electrical trades, and metal trades divisions.

O 1-50--AUTO OPERATING SUBDIVISION

01 CHAUFFEUR--Under general supervision: operates a passenger automobile, motor truck, motor tractor, or special motor driven apparatus such as sweepers, eductors, mower tractors, or other equipment the operation of which is not included in the duties of other specific civil service classes; operators of mower equipment maintain cutting equipment in good working order; operators of various types of equipment receive rate of pay for type of equipment operated; and perform related duties as required.

06 AMBULANCE DRIVER--Under general supervision: operates an ambulance; assists in handling injured persons, insane persons, or other emergency cases; on occasion administers first aid; and performs related duties as required.

08 MORGUE AMBULANCE DRIVER--Under general supervision: operates a morgue ambulance; delivers bodies to undertakers; performs miscellaneous duties in connection with the care of chapel, mortuary, and autopsy rooms; assists in the removal of bodies, fingerprinting, and storage of bodies; and performs related duties as required.

O 51-100--FARM AND GARDEN SUBDIVISION

051 FARMER SUB-FOREMAN--Under general supervision: performs the duties of a farmer and in addition supervises the work of a small group of farmers; and performs related duties as required.

052 FARMER--Under supervision: performs general farm labor duties, such as planting, plowing and similar tasks; directs the work of institutional inmates assigned to assist in such work; and performs related duties as required.

054 FOREMAN, BUILDING AND GROUNDS--Under direction: supervises the work of a group of subordinates in maintenance work on buildings and grounds in various departments of the city and county, such as grounds and buildings of recreation department, Hassler Health Home, or Laguna Honda Home; may make minor repairs; keeps time of subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

054a Foreman, Building and Grounds (Public Health)
054b Foreman, Building and Grounds (Recreation)

057 TREE TOPPER--Under general supervision: trims dead limbs from trees and cuts tops from trees when work involves high climbing and rigging; and performs related duties as required.

057.1 FOREMAN TREE TOPPER--Under direction: supervises the work of crews of tree toppers and laborers in the topping of high trees and the use of special winch equipment required in connection with such work; and performs related duties as required.

058 GARDENER--Under supervision: performs duties of a gardener involving knowledge of the propagation of plants and general working knowledge of horticulture; cares for lawns and ornamental gardens including planting, cultivating, watering, and pruning; as an incident to these duties may be required to perform general maintenance work to grounds and facilities of parks and recreational playgrounds; and performs related duties as required.

059 INSECTICIDE SPRAY OPERATOR--Under general supervision: inspects trees and shrubs for presence of insects and fungi and prepares the proper mixture of insecticide solution to eliminate such pests; injects insecticides into pine trees for beetle control; lays out snail and slug bait; operates spray motor and sprayer; maintains records of materials used and orders same as required; and performs related duties as required.

060 SUB-FOREMAN GARDENER--Under general supervision: performs the duties of a gardener in the care of lawns and ornamental gardens and in addition supervises the work of a group of gardeners and other assistants; and performs related duties as required.

060a Sub-foreman Gardener (Public Utilities)
060b Sub-foreman Gardener (Park)
060c Sub-foreman Gardener (Public Health)

060.1 FOREMAN GARDENER--Under direction: supervises the work of a large group of subordinates in the care and upkeep of lawns, gardens, shrubs, and trees; and performs related duties as required.

060.1a Foreman Gardener (Park)
060.1b Foreman Gardener (Public Utilities)

061 SUPERVISOR OF GROUNDS--Under general direction: plans and directs the landscaping, care of trees, shrubs, ornamental gardens, and other plant life in small parks and squares, playgrounds, and school grounds; directs and assists in grading terrain, conditioning soil with fertilizers, manure and topsoil, and in transplanting trees and shrubs; makes recommendations for improvements; supervises maintenance of buildings on playgrounds, small parks and squares; requisitions and checks delivery of supplies; and performs related duties as required.

061a Supervisor of Grounds (Education)
061b Supervisor of Grounds (Recreation)
061c Supervisor of Grounds (Park)

070 SUPERVISOR OF MAINTENANCE--Under direction: is responsible for the maintenance and improvement of the grounds of Golden Gate Park, its parkway approaches and boulevards, and grounds of the zoological gardens, Fleishhacker playfield, Marina park, and Palace of Fine Arts, and for landscaping such areas and for care of flowers, trees, shrubs and other plant life therein, and for the cleaning and maintenance of buildings and convenience stations located therein, except as otherwise assigned to the recreation and engineering divisions; requisitions materials and supplies; and performs related duties as required.

074 SUPERVISOR OF ARBORETUM AND BOTANICAL RESEARCH--Under direction: is responsible for the operation and maintenance of the arboretum and the botanical gardens in the park department; plans and directs all planting in the arboretum; directs work of botanical and entomological research; supervises pest control in the park department, and the operation of the insectary; and performs related duties as required.

075 SUPERVISOR OF TREE PLANTING--Under direction: is responsible for the maintenance and improvement of the landscape treatment of streets and boulevards of the City and County of San Francisco; supervises maintenance of trees planted along streets and boulevards; plans future plantings and supervises new plantings; requisitions materials and supplies; and performs related duties as required.

076 CHIEF NURSERYMAN--Under direction: is responsible for the operation and maintenance of all nurseries in the park department; selects plants for propagation and orders seeds and supplies; plans stock for future use; arranges spacing for stock; makes monthly and annual reports of plants set out, their valuation and destination; makes inventories and other reports; or is responsible for the propagation and care of plant life in the main conservatory and its adjoining buildings; supervises the propagation of flowers and plants from seeds to final potting; plans exhibitions of flowers and plants; inspects all greenhouses daily for repairs and improvements; as assigned instructs at nurseries in the nomenclature of plant life and special methods of propagation; and performs related duties as required.

080 NURSERYMAN--Under general supervision: propagates plants and shrubs in a nursery; sows seeds and cares for them until ready for handling; makes various grafts; controls plant diseases and insect pests in nurseries; may propagate and cultivate plants outside the nursery; supervises subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

0 101-150--MISCELLANEOUS SUBDIVISION

0104 MOVING PICTURE OPERATOR--Under general supervision: operates motion picture projection machine and inspects and maintains motion picture equipment; prepares photographs of educational activities; prepares pictures and photograph slides for use in visual education classes; and performs related duties as required.

0108 LEATHERWORKER--Under general supervision: makes and repairs leather fabric articles, such as life belts, truckmen's belts, straps, and other leather articles for firemen; life nets; covers for hose, boats and equipment; upholstered cushions; auto tops and trimmings; and performs related duties as required.

0116 TEAMSTER, TWO-HORSE VEHICLE--Under general supervision: drives a vehicle drawn by two horses; delivers supplies and materials; cares for horses and equipment; and performs related duties as required.

0122 WINDOW SHADE WORKER--Under general supervision: cuts and fits window shades to specified dimensions; places shades on rollers; hangs drapes, stage curtains, and venetian blinds; repairs defective window shades; and performs related duties as required.

0130 TYPEWRITER REPAIRMAN--Under direction: regularly inspects and services, maintains and repairs typewriters of various makes; overhauls and rebuilds typewriters when necessary; performs inspections on other office appliances such as bookkeeping machines, adding machines, comptometers, and makes minor repairs to such equipment when needed; and performs related duties as required.

0 151-200--OPERATING ENGINEERING SUBDIVISION

0152 ENGINEER OF HOISTING AND PORTABLE ENGINES--Under general supervision: performs duties requiring the skill and experience of a journeyman hoisting and portable engineer; operates, maintains and makes emergency repairs to hoisting and portable engines, such as: cranes, shovels, rollers, large concrete mixers or air compressors, asphalt heaters, donkey engines or other such equipment operated by steam, electricity, gasoline, hydraulic pressure or compressed air; and performs related duties as required.

0158 MOTOR BOAT OPERATOR--Under general supervision: operates and maintains gas engines on a municipally owned boat, such as a police boat; makes emergency repairs; and performs related duties as required.

0166.1 JUNIOR OPERATING ENGINEER--Under supervision: attends high-pressure boiler fires; cleans or assists in cleaning boilers, tubes, burners, filters, and keeps the engine room clean; keeps machinery properly oiled; blows out boiler tubes and assists in making minor repairs on engines and boilers; or operates electric pump in a purification plant and keeps records of electricity meter readings; or maintains equipment at sewer pumping stations; cleans brushes; oils motors; dismantles, cleans and packs pumps; may operate auxiliary equipment; or may act as relief to regular employees as required; and performs related duties as required.

0168.1 OPERATING ENGINEER--Under general supervision: during an assigned watch, performs duties requiring the skill and experience of a journeyman engineer of stationary steam engines and a knowledge of electricity and motors; operates, maintains and is responsible for the equipment of a high pressure steam plant, such as high pressure pumping plants, central heating plants, or equipment of large public buildings; or operates and maintains heating and ventilating plants and other mechanical equipment in a large school building or other large buildings when such equipment requires full time skilled attendance; looks after auxiliary equipment such as elevators, laundry machines, ventilating fans, etc., as required; makes emergency repairs; directs the work of a subordinate; or operates mechanical and electrical controls of drawbridges; or operates large sewage treatment and sewage pumping equipment; or directs the upkeep and repair of electric pumps; or operates and maintains cable winding machinery; and performs related duties as required.

0172 CHIEF OPERATING ENGINEER--Under direction: supervises the operation and maintenance of a high pressure steam plant and auxiliary equipment, or the operation and maintenance of heating and ventilating plants and other mechanical equipment in large public buildings; or the operation of large sewage treatment and sewage pumping equipment,all involving responsibility for the full 24 hours a day; and performs related duties as required.

0172a Chief Operating Engineer (Public Works)
0172b Chief Operating Engineer (Public Health)
0172c Chief Operating Engineer (Public Utilities)
0172d Chief Operating Engineer (Education)
0172e Chief Operating Engineer (Fire)
0172f Chief Operating Engineer (War Memorial)

0173 SUPERINTENDENT OF CABLE MACHINERY--Under direction: is responsible for the operation, maintenance, and repair of all cable machinery and equipment, and the cable machine shop; determines if the equipment is in proper operating condition; judges when cables need to be replaced and directs the changing of cables; directs the repair and replacement of pulleys, winding machinery, grips, turntables, cables, etc.; maintains necessary records; makes required reports; keeps time of subordinates; requisitions and checks delivery of supplies; and performs related duties as required.

0 201-250--SEWER MAINTENANCE SUBDIVISION

0208 GENERAL FOREMAN, SEWER CONNECTIONS AND REPAIRS--Under general direction: regularly plans and directs the work of several groups of subordinates, which groups may be working at different locations in excavating, laying pipe, and backfilling in connection with the installation and repair of sewers and side sewers; keeps time of subordinates; requisitions and checks delivery of materials; investigates complaints; makes required reports; and performs related duties as required.

0210 SEWER CLEANER--Under general supervision: while working underground, shovels or cuts dirt and debris or other obstructions from sewers; flushes and cleans sewers; and performs related duties as required.

0214 ASSISTANT SUPERINTENDENT, BUREAU OF SEWER REPAIR--Under general direction: acts as assistant to the superintendent, bureau of sewer repair in the installation, repair, and cleaning of sewers, involving responsibility for supervision of office; investigates and reports on complaints; and performs related duties as required.

0216 SUPERINTENDENT, BUREAU OF SEWER REPAIR--Under general administrative direction: is responsible for all activities of the bureau of sewer repair, cooperates with the bureau of engineering in developing sewer reconstruction programs; directs the personnel of the bureau in the cleaning and removal of debris from sewers and catch basins, the repair of sewers, catch basins and side sewer connections, the making of such connections; approves requisitions for supplies; and performs related duties as required.

0 251-300--STREET MAINTENANCE SUBDIVISION

0252 DRYER-MIXER MAN--Under general supervision: performs duties requiring the skill and experience of an asphalt worker; operates, maintains, and repairs machinery of the asphalt plant; cares for fires; sees that rock and sand are properly dried; operates asphalt mixing machines; weighs and mixes materials according to specifications; incidentally assists the foreman in supervising the operations of the plant; and performs related duties as required.

0254 FOREMAN, ASPHALT PLANT--Under direction: performs duties requiring the skill and experience of an asphalt worker; supervises the operation of the asphalt plant involving responsibility for the proper mixing and drying of materials; maintains plant and equipment in proper repair; keeps time of subordinates; maintains inventory of materials on hand; requisitions and checks delivery of materials and supplies; and performs related duties as required.

0264 PAVER--Under general supervision: lays vitrified brick and paving blocks in construction and reconstruction of streets; and performs related duties as required.

0268 GRANITE CUTTER--Under general supervision: performs duties requiring the skill and experience of a journeyman granite cutter, e.g.: cuts, trims, sets, and joins granite work; and performs related duties as required.

0276 ASPHALT WORKER--Under supervision: spreads hot asphaltic material as directed; irons surface with heated roller; and performs related duties as required.

0278 ASPHALT FINISHER--Under general supervision: is responsible for a properly finished asphaltic surface; distributes hot asphaltic material evenly by raking material to correct thickness; directs asphalt workers when to add or take away material to fill low spots or to reduce high spots; and performs related duties as required.

0280 SUB-FOREMAN, ASPHALT FINISHER--Under general supervision: performs the duties of an asphalt finisher and in addition supervises the work of a small group of asphalt workers and asphalt finishers; and performs related duties as required.

0280a Sub-Foreman, Asphalt Finisher (Public Works)
0280b Sub-Foreman, Asphalt Finisher (Public Utilities)

0282 FOREMAN, ASPHALT FINISHER--Under direction: supervises the work of asphalt finishers, asphalt workers, engineers of portable engines and laborers in the repair of streets involving asphaltic surfaces; keeps time of subordinates; requisitions and checks delivery of materials; and performs related duties as required.

0294 GENERAL FOREMAN OF STREET REPAIR--Under general direction: regularly plans and directs the work of several groups of laborers, asphalt workers and other employees, which groups may be working at different locations in the repair of streets; requisitions and checks delivery of materials; keeps time of subordinates; makes required reports; and performs related duties as required.

0298 SUPERVISOR OF STREET REPAIR--Under general administrative direction: has charge of the repair, reconstruction, and maintenance of streets; plans and directs the work of all employees engaged in such work; supervises the requisitioning of supplies; maintains necessary records; makes required reports; and performs related duties as required.

0 301-350--WATER SYSTEM MAINTENANCE SUBDIVISION

0304 HYDRANTMAN-GATEMAN--Under general supervision: installs and makes repairs to pipe lines, meters, fire hydrants, cisterns, valves of stand pipes, and similar equipment; replaces defective parts; greases, repacks and repaints equipment; and performs related duties as required.

0308 ASSISTANT FOREMAN HYDRANTMAN-GATEMAN--Under general supervision: assists the foreman hydrantman-gateman in the maintenance of the distributing systems; acts as foreman during the absence of the foreman hydrantman-gateman and alternates with the foreman hydrantman-gateman for emergency, night, and holiday duties; and performs other related duties as required.

0310 FOREMAN HYDRANTMAN-GATEMAN--Under direction: supervises the work of hydrantman-gateman engaged in the maintenance of distributing systems; and performs related duties as required.

0 351-400--MISCELLANEOUS ASSIGNMENTS

0360 SUPERVISOR OF CONSTRUCTION, ROADS AND PATHS--Under general direction: is responsible for the construction, reconstruction, repair and improvement of roads and paths in the park department, and for grading pertaining to engineering and landscape construction; and performs other related duties as required.

DIVISION P

NURSING SERVICE

This division includes duties involving the care of the sick, the injured, or inmates of other than penal institutions except such duties as are separately classified in other divisions for better comparison with related employment; also the supervision of such duties.

P 1-50--EMERGENCY HOSPITAL STEWARD SUBDIVISION

P2 EMERGENCY HOSPITAL STEWARD--Under general supervision: accompanies and is in charge of ambulances on emergency calls for sickness or accident; renders first aid to the injured or sick person; maintains order at scene of accident with the authority and responsibility of a special police officer; cares for insane persons and acute alcoholic cases under detention and pending examination, by admitting them, keeping case histories, feeding and bathing patients, etc.; aids in giving treatments as prescribed by doctors; registers and cares for property removed from patients; makes required reports, including daily record of cases admitted, checking patients' charts, calls for city physician or epidemiologist; maintains stock of needed supplies; and performs related duties as required.

P3 SENIOR EMERGENCY HOSPITAL STEWARD--Under direction: assists the chief emergency hospital steward and during his absence assumes his duties and responsibilities, involving supervision of the emergency hospital non-professional personnel, clerical activities, investigation of complaints, etc.; as assigned visits emergency hospitals to investigate condition of premises and enforces regulations regarding supplies, equipment, and personnel; issues supplies to emergency hospitals upon requisition; keeps records of operation of ambulances and inspects ambulances for maintenance purposes; assists in training personnel; and performs related duties as required.

P4 CHIEF EMERGENCY HOSPITAL STEWARD--Under general direction: directs, supervises, and coordinates the work of emergency hospital stewards, nurses, and ambulance drivers, and has charge of the office of the chief surgeon; investigates complaints of service or accidents to ambulances; submits required operating reports to the chief surgeon including number of ambulance calls, number of patients admitted, ambulance operation reports, personnel reports including time rolls, assignments, etc.; in case of emergency directs a group of ambulance drivers and emergency hospital stewards; submits recommendations for service improvements for the approval of the chief surgeon; is responsible for supplies and equipment; makes regular inspection tours of emergency hospitals to determine adequacy of service and materials; and performs related duties as required.

P 51-100--FIELD NURSING SUBDIVISION

This subdivision includes field nursing duties requiring, in addition to the training of a registered nurse, special experience and qualifications for public health nursing.
(For social service not requiring nursing training, see welfare division.)

P52 PUBLIC HEALTH NURSE--Under direction: performs public health nursing duties in the schools, clinics, health centers, and the home; teaches general hygiene and methods used for the prevention of disease to groups and individuals by lectures, home visits and demonstrations, and office conferences; aids in the prevention and control of tuberculosis, venereal diseases, and other communicable diseases by assisting physicians in the preparation and administration of immunization programs, enforcing laws and regulations concerning isolation cases, determining disease sources and contacts, and by case follow-up; protects and promotes the health of infants by securing medical care for pregnant mothers, giving instruction in maternity hygiene, conducting well-baby conferences and doing necessary follow-up work; protects and promotes the health of school children by assisting physicians in finding and correcting physical and physchological maladjustments, and by advising school authorities concerning needed corrections of school environmental conditions; inspects nursing homes, and institutions and homes for children and the aged; cooperates with other community agencies in working out solutions to family problems in which public health is concerned; prepares records and reports; and performs related duties as required.

P54 SUPERVISOR, PUBLIC HEALTH NURSING--Under general direction of the director of public health nursing: directs the work of a group of public health nurses assigned to a division; assigns cases and case loads; reviews case records of public health nurses to insure the quality of their work, to furnish guidance and to instruct as to how the case should be conducted; exercises professional judgment; trains personnel and is responsible for the adherence to policies and practices of public health nursing; prepares statistical and narrative operating reports as required; may perform duties of a public health nurse; and performs related duties as required.

P57 ASSISTANT DIRECTOR OF PUBLIC HEALTH NURSING--Under general direction: assists

the director of public health nursing in the general supervision of the public health nursing staff and its related clerical service; maintains control of supplies and equipment and the supervision of record and report work; trains new staff members and assists the director in carrying out an educational program for public health nurses; sees that plans and policies formulated by the director are properly carried out by the staff; acts for the director in her absence; and performs related duties as required.

P58 DIRECTOR OF PUBLIC HEALTH NURSING--Under general administrative direction: has charge of all public health nursing activities; subject to approval formulates and puts into effect major policies, practices and standards as to how the bureau of public health nursing shall function; assigns personnel to the various divisions according to the needs of the division and the potentialities of the personnel, determines work methods, and routes and schedules work; designs forms and plans methods of securing operating information for the purpose of reviewing and planning work; reviews the work of the supervisors and other personnel; plans and conducts educational programs; reviews all reports of inspectors, and makes recommendations pertaining to the licensing of homes for children, aged, etc.; enforces laws governing homes for aged and children, etc. and nursing homes; acts in a liaison capacity for the director of public health, subject to his approval, in conference and meetings with other official or non-official groups; and performs related duties as required.

P 101-150--GENERAL NURSING SUBDIVISION

This subdivision includes all duties requiring the training of a graduate nurse registered in this state where such duties are not sufficiently specialized to warrant their being included in some other subdivision.

P101 SENIOR CADET STUDENT NURSE--Under immediate supervision as an interne; assists in the care of patients of a ward or service by administering treatments prescribed by a physician; observing symptoms, taking temperatures, pulse and respiration; charting, changing dressings; bathing and massaging patients, rendering first aid; assists in the administration of a ward or service, performs duties of registered nurse in the care of the sick; and performs related duties as required.

P102 REGISTERED NURSE--Under general supervision: performs general nursing duties in hospitals, emergency hospitals, clinics, sanitariums, or other institutions, which duties require the training of a registered nurse, e.g.: administers medicines, ointments, drugs, and treatments as instructed by a physician; observes symptoms, takes and records the temperature, pulse, and respiration of patients and charts these according to standard practices; posts physician's instructions to charts and daily patients reports; changes dressings on wounds or injuries, bathes and massages invalid persons; serves meals as prescribed and feeds helpless patients; renders first aid to the injured; may prepare food and make beds; may supervise ward assistants; and performs related duties as required.

P103 SPECIAL NURSE--Performs the duties of a registered nurse in the capacity of a private nurse in connection with the care of a patient requiring individual or constant attention.

P104 HEAD NURSE--Under direction: supervises the work of registered nurses, and other assistants assigned on a ward; is responsible for administration of assigned ward for full 24 hours of the day; prepares medication and treatment lists from physicians' orders; sees that treatments and medications are properly administered by assigned personnel, and by checking the treatment by personal observation or checking charts against treatment and medication lists; sees that special diet orders are complied with; makes daily visits to all patients to observe progress and secure complaints, if any; makes daily rounds with medical personnel to furnish information to the doctors; furnishes information to the doctors when required; answers telephone requests for information; maintains supplies for wards; may perform duties of registered nurse; is responsible for the maintenance of patients' charts; inspects patients prepared for surgery; checks the discharging of patients; may be assigned to the supervision of all wards at the Hassler Health Home during a night shift; and performs related duties as required.

P110 ASSISTANT SUPERINTENDENT OF NURSING, SAN FRANCISCO HOSPITAL-- Under general direction: directs the work of the nursing personnel of a group of wards; selects and assigns personnel to the various wards; confers with head nurse frequently to see that the work of the personnel is efficient, and to give advice and instructions on nursing practice; prepares time rolls for personnel under her supervision; is responsible for adequate nursing service in all wards; and performs related duties as required.

P111 NIGHT SUPERVISOR--Under general direction: on 4:00 P.M. to midnight and midnight to 8:00 A.M. shifts, is responsible for the nursing service of an institution; supervises personnel of wards; checks on nursing care; answers emergency calls from the nurses of the various wards when in need of assistance; directs and guides new employees; calls special duty nurses; answers telephone calls to the

director of nurses' office after 5:00 P.M.; interviews inquiring relatives and interested visitors, notifies friends and relatives in case of death; dispenses serums and other supplies after drug room closes; and performs related duties as required.

P112 SUPERINTENDENT OF NURSING, HASSLER HEALTH HOME--Under general direction: directs the work of the nursing and housekeeping services of a small institution; selects and assigns personnel; confers with head nurses frequently to see that the work is efficient, and to give advice and instructions on nursing practice; keeps time of personnel; and performs related duties as required.

P116 SUPERINTENDENT OF NURSING, ISOLATION DIVISION--Under general direction: supervises the work of the nursing, housekeeping and culinary services of an isolation division and the clerical work connected therewith; admits patients by obtaining necessary personal and medical histories and treatment permits, and determining eligibility for entrance; submits budget estimates; prepares a tabulation of the number of cases by disease daily; prepares census and other statistical reports; prepares time reports; assigns and supervises all personnel on division; instructs all personnel in isolation techniques; sees that policy is carried out; supervises the work of personnel assigned to cleaning the premises; handles necessary public relations by hearing complaints, notifying relatives for sign from change of condition, etc.; enforces isolation regulations for visitors and patients; and performs related duties as required.

P118 SUPERINTENDENT OF NURSING, LAGUNA HONDA HOME--Under general direction: has charge of nursing service at Laguna Honda Hospital, being responsible for the assignments of nurses, orderlies and porters and the serving of meals to patients; is responsible for the upkeep and maintenance of discipline in the nurses' home and of personnel there assigned; requisitions and issues supplies and materials; and performs related duties as required.

P122 DIRECTOR OF INSTITUTIONAL NURSING--Under general administrative direction: has charge of and is responsible for the proper administration of all activities of the nursing service of the San Francisco Hospital including supervision and assignment of all nurses, operating room nurses, instructors of nursing, orderlies, and other personnel engaged in the function of the nursing service; responsible for the program in the school of nursing in the San Francisco Hospital; makes recommendations for improvement of the service; makes required reports; and performs related duties as required.

P 201-250--SPECIAL NURSING SUBDIVISION

This Subdivision includes those duties which, in addition to the training of a registered nurse, require specialized training or experience.

P204 ANAESTHETIST--Under the general supervision of the operating surgeon: administers ether and other inhalation anaesthesia to patients undergoing operations; observes respiration, blood pressure, changes of patient's condition and degree of anaesthesia; reports patient's condition to the operating surgeon; and performs related duties as required.

P206 SENIOR ANAESTHETIST--Under direction: performs duties of an anaesthetist and in addition assigns anaesthetists, reports on and evaluates their activities; maintains stock and supplies and inspects equipment to see that it is in an efficient operating condition; and performs related duties as required.

P208 OPERATING ROOM NURSE--Under general supervision: assists surgeons in the operating room by performing duties, such as sterilizing instruments, putting up sterile packs, laying out and checking instruments, preparing the patient for surgery, handing the surgeon instruments, sponges, and other equipment as he needs them, adjusting dressings, and checking carefully all instruments and equipment after the operation; and performs related duties as required.

P210 SENIOR OPERATING ROOM NURSE--Under direction: performs duties of an operating room nurse and in addition assigns and supervises work of subordinate operating room nurses; and performs related duties as required.

P212 HEAD NURSE, SPECIALIST--Under direction: performs the duties of a head nurse where specialized training and experience is required, such as: care of obstetrical cases; care of pediatric cases; care of psychiatric cases; and performs related duties as required.

P212a Head Nurse, Specialist (Obstetrical)
P212b Head Nurse, Specialist (Pediatric)
P212c Head Nurse, Specialist (Psychiatric)

P 301-350--TRAINING SUBDIVISION

P304 INSTRUCTOR OF NURSING--Under direction: instructs student nurses in the theory and practice of nursing; conducts class discussions to supplement lectures; directs the practical work of students in the various wards; conducts clinical and practical demonstrations; checks progress of students by quizzes and personal observation; assists in planning training courses; incidentally acts as a librarian

for the library operated in conjunction with the training program; arranges for field trips; and performs related duties as required.

P306 SENIOR INSTRUCTOR OF NURSING--Under general direction: plans, organizes and administers a school of nursing program; schedules classes; sets up training program content according to established and required standards; submits proposed program for approval of state board of nurse examiners, and if necessary, revises program to obtain approval; arranges for the instruction of students by lectures, demonstrations, clinical demonstrations and supervised performances; checks progress of students by written and oral examinations, conferences, reports of performances and personal observation; prepares and submits transcripts of students' record to the home hospital; prepares monthly and yearly operating reports; may perform the duties of an instructor of nursing; and performs related duties as required.

DIVISION Q

POLICE SERVICE

This division includes duties involving responsibility for the preservation of law and order, or duties directly related thereto.

Q2 POLICEMAN--Under supervision: in an assigned district is responsible for the maintenance of order, the enforcement of laws and ordinances, and the protection of life and property; patrols an assigned district or beat on foot; patrols assigned areas in radio cars; directs traffic; prepares reports on work done and unusual incidents observed; when necessary makes arrests; handles prisoners in police department custody; issues citations; performs duty in bureaus, stations and on other assignments requiring police training and experience; gives advice on laws, ordinances and other matters concerning police administration, and general information to the public; and performs related duties as required.

Q20 POLICEWOMAN--Under supervision: as assigned performs the duties of a policeman or performs special police duty in curtailment of juvenile delinquency and the enforcement of laws affecting the welfare of women and children; may be assigned to railway depots, public dances or other places where cases involving women and children may be encountered or anticipated; and performs related duties as required.

Q25 INSPECTOR OF MOTOR VEHICLES--Under general supervision: supervises all motor vehicles of the police department; is responsible for operation and upkeep of all motor vehicles including motorcycles; checks equipment for repairs and service; keeps record of repairs; instructs members concerning safe driving and proper care of vehicles; certifies members qualified to operate police automotive equipment; requisitions and checks delivery of supplies; makes cost and other required reports; when required performs the duties of a police officer; and performs related duties as required.

Q28 RANGE MASTER--Under general supervision: organizes and administers an in-service training program involving instructions in the proper and efficient use of the various types of firearms used by members of the police force, auxiliary force and civilians; has charge of the maintenance of the police pistol range and supervises subordinates and civilians in the operation thereof; organizes and administers competitive matches; maintains necessary records; makes required reports; when required, performs duties of a police officer; and performs related duties as required.

Q30 POLICE PATROL DRIVER--Under general supervision: as a member of the police department operates police patrol wagon; keeps patrol wagon properly equipped and fueled and ready for service at all times; and performs related duties as required.

Q50 SERGEANT--Under general supervision: while on patrol duty has immediate supervision and control of patrolmen and other members under him; keeps record of beats, details and assignments; prepares reports regarding police conditions in his section and other required reports; and performs related duties as required.

Q60 LIEUTENANT--Under direction: during an assigned command of a district and in the absence of the captain is responsible for the preservation of law and order; has control, management and direction of members assigned to his command; is responsible for strict observation and enforcement of the rules of the department and orders issued by competent authority; may be assigned to a bureau or other unit of the department; keeps required records; makes required reports; and performs related duties as required.

Q62 PHOTOGRAPHER, POLICE DEPARTMENT--Under general supervision: photographs prisoners, dead persons, finger-prints, maps, documents and other objects valuable as evidence; develops and prints photographs and files the plates; and performs related duties as required.

Q63 CRIMINOLOGIST--Under general administrative direction: has charge of the identification division, consisting of bureau of identification, photographic and fingerprint sections, and crime laboratory; visits scenes of crime or accident and draws diagrams to scale or takes photographs of scene as evidence; assists in apprehending criminals; directs the photographing of prisoners, dead persons, fingerprints, and other objects valuable as evidence; makes microscopic and chemical tests and applies other scientific techniques to objects of evidence; and performs related duties as required.

Q65 FINGERPRINT TECHNICIAN--Under general supervision: performs technical work involved in the classification and comparison of fingerprints; searches fingerprint files and alphabetical indices to makes identification from names and/or fingerprint classifications; compares photographs of latent fingerprints; places required information on fingerprint cards; fills out master index cards; maintains master index files; gives information relating to fingerprint files to members of force and

law enforcement officers; makes reports as required regarding classification of fingerprints and search of records; and performs related duties as required.

Q80 CAPTAIN--Under general direction: is responsible for the preservation of law and order in a designated district; has control, management and direction of members assigned to his command; is responsible for strict observance and enforcement of the rules of the department and orders issued by competent authority; may be assigned to a bureau or other unit of the department; keeps required records; makes required reports; and performs related duties as required.

DIVISION R

RECREATION SERVICE

This division includes the supervision and direction of recreational activities at community centers and playgrounds and the planning and administration of such activities.

R 1-50--ADMINISTRATIVE SUBDIVISION

R2 SECRETARY, RECREATION COMMISSION--Under general direction: acts as secretary for the recreation commission; prepares the calendar for recreation commission meetings; prepares minutes for such meetings; and writes communications in connection with the actions of the commission; handles correspondence for members of the recreation commission and for the superintendent; at the request of the superintendent prepares and delivers speeches on recreation activities; performs work in connection with the preparation of the annual report, and other special reports as requested by the commission; and performs related duties as required.

R3 ASSISTANT SUPERINTENDENT, RECREATION DEPARTMENT--Under general administrative direction: acts as principal assistant to the Superintendent in coordinating all activities in the technical branches of the recreation department which include the personnel directly or indirectly affiliated with the activities program of the recreation department; is responsible for such personnel in relation to the organization, promotion, and conduct of all activities; assists in the planning, equipping and maintaining of play areas and facilities, and in the requisitioning of equipment and material used in recreation activities; organizes and conducts training courses including in-service training programs; as assigned represents recreation department at public functions; makes recommendations for improvement in activities to the superintendent; makes required reports; and performs related duties as required.

R4 SUPERINTENDENT, RECREATION DEPARTMENT--Subject to administrative approval: has charge of and is responsible for the proper administration of the recreation department; develops recreation plans and policies; plans and directs personnel and activities of the department; recommends improvements in policies, programs and other activities of the department; and supervises the maintenance and operation of all equipment and properties.

R20 ASSISTANT DIRECTOR OF RECREATIONAL ACTIVITIES--Under direction: assists in the promotion, operation and management of recreational and athletic activities in the park department, is responsible for the conduct of assigned units or activities, and schedules and manages events for such units; supervises personnel and accounts for receipts; makes reports; and performs related duties as required.

R22 DIRECTOR OF RECREATIONAL ACTIVITIES--Under general administrative direction: supervises the operation of all park department recreational and athletic activities, and all revenue producing units such as football stadia and fields, golf courses, polo fields, baseball fields, tennis courts, volley ball courts, bowling greens, handball courts, swimming pools, playgrounds, restaurant and refreshment stands, and activities at Yacht Harbor, Aquatic Park Center, Municipal Pier and Beach, Coit Tower, and miscellaneous activities such as the flycasting pool, model yacht center, archery field, sightseeing tours and district tennis, and is responsible for the cleaning and maintenance of all buildings and grounds operated in connection therewith, except Golden Gate Park Stadium and baseball fields; supervises the requisitioning and issuing of supplies and equipment used in these activities and the proper accounting therefor; is responsible for moneys received from the operation of these activities and makes financial reports thereon; prepares contracts and fee schedules for approval of the park commission; advises in the preparation of plans for construction or remodeling of recreational units; and performs related duties as required.

R23 ASSISTANT SUPERVISOR OF RESTAURANTS AND PLAYGROUNDS--Under direction: assists in supervising the operation and maintenance of restaurants, concessions and playgrounds operated by the Park Department; and performs related duties as required.

R24 SUPERVISOR OF RESTAURANTS AND PLAYGROUNDS--Under general direction: supervises and is responsible for the operation and maintenance of the Fleishhacker Playfield and Children's Playground, and the supervision, operation and maintenance of restaurants and refreshment stands operated either directly by the park department or as concessions; is responsible for moneys received from these activities and makes accounting therefor; supervises the requisitioning and issuing of supplies and for foodstuffs offered for sale, and for the proper accounting for supplies, equipment and foods used in these activities and the inventory thereof; and performs related duties as required.

R 51-100--PLAYGROUND DIRECTOR SUBDIVISION

R52 LOCKER ROOM AIDE--Under immediate supervision: works in locker rooms at various educational institutions; issues and collects towels; acts as custodian of the locker room to prevent thievery; maintains locker room in respectable order; and performs related duties as required.

R54 ATHLETIC ATTENDANT--Under supervision: assists in athletic activities such as football games by acting as official timekeeper, official telephone operator, game statistician, score board operator, or parking area attendant; and performs related

duties as required.

R56 PLAYGROUND DIRECTOR--Under general supervision: supervises play and recreation at a playground; organizes recreational activities including conducting clubs and groups in handicraft, dramatics, music, folk dancing, games and athletics, and other related activities; administers first aid in case of injury; prepares required reports on activities; and performs related duties as required.

R58 SUPERVISING DIRECTOR--Under general direction and with wide latitude for independent decision: in an assigned district, is responsible for reduction of incidence of juvenile delinquency; receives referrals from and cooperates with parents, school principals, counselors, juvenile court, and public and private welfare agencies; discovers and contacts incipient or actual juvenile delinquents and induces them to participate in supervised recreational programs, cooperates with police department in abating enterprises or conditions contributing to juvenile delinquency; conducts surveys and makes recommendations on general recreation programs; supervises playgrounds, community and recreation activities within a district; supervises teen age centers and housing unit programs; represents the recreation department in district organizations such as P.T.A. coordinating council, district service clubs and similar organizations; makes required reports; and performs related duties as required.

R 101-150--SPECIAL ACTIVITIES SUBDIVISION

R101 CAMP ASSISTANT--Under immediate supervision: escorts incoming guests to camp assigned; carries baggage of guests; assists in entertaining guests on excursions, camp fire parties, and similar activities; and performs related duties as required.

R102 CAMP MANAGER--Under general administrative direction: is responsible for the operation of Camp Mather during the season when camp is open, including responsibility for the care and maintenance of camp and equipment, the preparation and serving of foods, the planning of excursions and camp events, the supervision of camp personnel and activities; during the season when camp is closed supervises remodeling, construction of improvements and extensions, and general maintenance work; makes recommendations; makes required reports; and performs related duties as required.

R105 SUPERVISOR OF ATHLETICS--Under general direction and with wide latitude for independent decision: performs duties requiring a comprehensive knowledge of the athletic activities of the recreation commission; is responsible for the conduct of all physical activities for men and boys, or for girls and women; organizes, conducts and promotes leagues, tournaments, exhibitions and mass competition; contacts commercial and industrial firms, groups and other clubs, for the purpose of organizing and promoting participation in leisure time recreation activities by members; assists and advises personnel executives of firms in the establishment and administration of recreation programs on an intra-and inter-firm basis; acts as an advisor to and attends meetings of established organizations interested in physical activities promotion and other such similar organizations wherein the use of municipal facilities is involved; advises on general recreation programs and supervising of playgrounds and community centers; makes recommendations; makes required reports; and performs related duties as required.

R105a Supervisor of Athletics (Male)
R105b Supervisor of Athletics (Female)

R106 SUPERVISOR OF ACTIVITIES--Under direction and with wide latitude for independent decision and a thorough knowledge of the subject matter involved; performs responsible duties in connection with a cultural activity of the recreation department, e.g.: plans and directs special pageants and other dramatic events and dances at playgrounds involving design of costume and assisting children in making costumes; organizes, trains and directs orchestras, choruses, bands, and similar organizations; organizes and conducts classes in dancing for children and adults; instructs in swimming at pools; plans programs; makes recommendations; makes required reports; and performs related duties as required.

R106a Supervisor of Activities (Dramatics)
R106b Supervisor of Activities (Dancing)
R106c Supervisor of Activities (Music)
R106d Supervisor of Activities (Swimming)

R108 HEAD LIFEGUARD--Under direction: performs the duties of a lifeguard in patroling bathing pool; makes set-up for swimming races; has charge of cleaning pool; supervises a small group of life guards; and performs related duties as required.

R110 LIFE GUARD--Under general supervision: patrols bathing pool and bathing beach to prevent accidents and safeguard users thereof; rescues bathers in danger of drowning and administers first aid or measures for resuscitation; keeps order; insures cleanliness; assists in periodic cleaning and refilling of pool; performs related duties as required.

R111 LIFEGUARD-WATCHMAN--Under general supervision: patrols bathing pool and bathing beach to prevent accidents and safeguard users thereof; rescues bathers

in danger of drowning and administers first aid or measures for resuscitation; keeps order; insures cleanliness; assists in periodic cleaning and refilling of pool; as assigned performs the duties of watchman.

R112 MATRON, SWIMMING POOL--Under supervision: issues and collects towels and suits and keeps them in repair; collects and accounts for admission fees; records attendance at pools; sees that suits and towels are laundered; and performs related duties as required.

R114 SWIMMING INSTRUCTOR--Under general supervision: performs duties requiring a thorough knowledge of swimming technique and ability to impart such knowledge to others; instructs in swimming at pools; when necessary rescues bathers in danger of drowning and administers first aid measures for resuscitation; and performs related duties as required.

R118 CURATOR, CHILDREN'S MUSEUM--Under direction: is responsible for the operation of the children's museum of the recreation department; secures, classifies, and arranges exhibit material; plans hobby courses and instructs and supervises the instruction of children in the development of nature studies and handicraft hobbies; and performs related duties as required.

R130 FOREMAN, RECREATIONAL ACTIVITIES--Under direction: is responsible for the activities and personnel of a large recreation area such as: Fleishhacker Playfield, Children's Playground, or Aquatic Park; supervises operation and maintenance of mechanical equipment, refreshment booths and restaurants in these units; requisitions supplies and equipment; keeps inventory; is responsible for cash receipts and makes reports thereon; keeps time of subordinates; and performs related duties as required.

R132 STARTER, PARK DEPARTMENT--Under direction: supervises activities at an assigned golf course, or at tennis courts and volley ball courts; receives requests for and assigns playing time; supervises use of clubhouse and rental of lockers; collects and accounts for playing fees and locker rental fees; interprets and enforces rules of the park department regarding use of golf courses and tennis courts; enforces regulations regarding dress and equipment of players; is responsible for proper spacing of players on golf course; supervises caddies; supervises tennis tournaments; directs repair and replacement of all net and tennis equipment; and performs related duties as required.

DIVISION S

STREET RAILWAY SERVICE

This division includes duties involved in the operation of street railway and transportation service and requiring special knowledge and experience relating thereto.

S 1-50--ADMINISTRATIVE SUBDIVISION

The Administrative Subdivision includes those duties involving executive responsibility for the operation of the Municipal Railway as a whole and not merely the direction of a single function such as transportation.

S5 GENERAL MANAGER, MUNICIPAL RAILWAY BUREAU--Subject to administrative approval; plans and directs the operations of the unified municipal street railway system ; the acquisition, maintenance and reconstruction of plant and equipment for transportation service, including rolling stock, power distributing systems, street car mechanical cables, cable winding machinery, electric power converting sub-stations, structures and buildings, etc.; the maintenance of all cost, accounting and other records; makes investigations and prepares reports relating to the choice of the type of equipment to be used on the various lines and outlines specifications therefor; develops policies to improve service or promote economy; and performs related duties as required.

S 51-100--TRAINING SUBDIVISION

S56 SPECIAL INSTRUCTOR, MUNICIPAL RAILWAY--Under direction: gives specialized instruction to motormen, bus, trolley coach and street car operators (female) in the efficient use of equipment, the economical use of power, and accident prevention; gives instruction to conductors on methods of assisting motormen in power saving and in accident prevention; checks the performance of probationary motormen; as required makes minor emergency repairs and adjustments to cars in service; makes detailed reports concerning the instruction program; and performs related duties as required.

S60 INSTRUCTOR, MUNICIPAL RAILWAY--Under general direction: instructs motormen, conductors, bus, trolley coach and street car operators (female) in the performance of their duties; trains special instructors and new inspectors; examines and qualifies such employees for assignment to regular duties; periodically checks the performance of these employees and before probationers are permanently appointed reports on their qualifications; and performs related duties as required.

S 101-150--TRANSPORTATION SUBDIVISION

This Subdivision includes only duties involving the operation of street cars and passenger busses and the supervision of such duties.

S102 CONDUCTOR--Under general supervision: collects fares, issues transfers, directs passengers, calls stops, signals motormen, makes required routine operating reports, and secures and reports all necessary and obtainable information on accidents in which the car or its passengers are involved; and performs related duties as required.

S103 STREET CAR OPERATOR (FEMALE)--Under general supervision: collects fares, issues transfers, directs passengers, calls stops, signals motormen, makes required routine operating reports, and secures and reports all necessary and obtainable information on accidents in which the car or its passengers are involved; or operates a street car in accordance with requirements of schedules, safety of passengers and public, and efficient use of equipment; on occasion, makes minor emergency repairs; makes such reports as required; and performs related duties as required.

S104 MOTORMAN--Under general supervision: operates a street car in accordance with requirements of schedules, safety of passengers and public, and efficient use of equipment; on occasion, makes minor emergency repairs; makes such reports as required; and performs related duties as required.

S106 BUS OPERATOR--Under general supervision: operates a passenger bus in accordance with requirements of schedules, safety of passengers and public, and efficient use of equipment; on occasion, makes minor emergency repairs; also collects fares, issues transfers, directs passengers, makes required routine operating reports; and reports all necessary and obtainable information on accidents in which the bus or its passengers are involved; and performs related duties as required.

S108 BUS DISPATCHER--Under direction: dispatches coaches by assigning all coaches to runs; prepares and posts trip sheets; takes all road calls; keeps day foreman posted on number of coaches available; keeps records of buses sent on run, buses that come off service, and buses put in order for assignment; writes up accident reports for garage foreman; and performs related duties as required.

S110 INSPECTOR, MUNICIPAL RAILWAY--Under direction: solicits passengers, receives

fares, starts cars, gives information to public, and makes required reports; as assigned when duties permit, assists or relieves inspectors acting as night dispatchers; supervises the maintenance schedules and service in an assigned district of a division, involving reporting unusual traffic conditions, checking and reporting failure to adhere to schedules and the reasons therefor, reporting cars needing repair and rerouting cars in emergencies; when assigned to duties as night dispatcher, dispatches cars from barns according to schedule and receives and checks operating reports; may occasionally be assigned to duty as day dispatcher; and performs related duties as required.

S114 CLAIMS INVESTIGATOR--Under direction: investigates and reports facts and evidence in connection with damage claims against the city and county, including locating and interviewing witnesses and physicians, investigating hospital reports; appears at trials as required; and performs related duties as required.

S114a Claims Investigator (Public Utilities)
S114b Claims Investigator (City Attorney)

S115 SENIOR CLAIMS INVESTIGATOR--Under general direction: supervises the work of a small group of claims investigators in the investigation and reporting of facts and evidence in connection with damage claims against the city and county; appears at trials as required; and performs related duties as required.

S120 DAY DISPATCHER--Under direction: regularly dispatches cars from barns according to schedules, assigns platform men to relief or emergency runs, receives and checks routine operating reports; maintains such records and reports as required; and performs related duties as required.

S122 SENIOR INSPECTOR--Under general direction: is responsible for general supervision of a number of lines of the municipal railway; travels over lines during morning peak hours and gives necessary instructions to inspectors to improve service conditions on their respective lines; advises inspectors regarding handling special attractions such as parades, ball games, etc.; assists line inspectors to accelerate the movement and loading of cars in downtown district during evening peak hours; and performs related duties as required.

S124 SUPERVISOR OF SCHEDULES--Under direction: is responsible for drafting timetables; charts operating schedules; compiles statistical data on time and mileage factors; periodically checks traffic and running time of all lines as a basis for improving runs or service; and performs related duties as required.

S128 DIVISION SUPERINTENDENT, MUNICIPAL RAILWAY--Under general direction: directs and supervises the transportation service in a main division of the municipal railway, involving supervision of employees engaged in car and bus operation in the division and on incidental divisional clerical work, and supervision of the operation of rolling stock; or assists in supervising and directing the transportation service in a division with additional responsibility for service and operation of the entire system at night; and performs related duties as required.

S130 ASSISTANT SUPERINTENDENT OF TRANSPORTATION, MUNICIPAL RAILWAY--Under general direction: assists the superintendent of transportation in supervising operations of the municipal railway and particularly is responsible for checking and reducing excessive consumption of power, preparing and maintaining schedules, maintaining proper standards of service, and operation of rolling stock and equipment in proper condition. Exercises general supervision over all employees of the railway below the rank of assistant superintendent; and performs related duties as required.

S132 SUPERINTENDENT OF TRANSPORTATION, MUNICIPAL RAILWAY--Under general direction: supervises the preparation of operating schedules and the maintenance of such schedules in the transportation service of the municipal railway, involving supervision of the operation of rolling stock, and disciplinary control of employees engaged on car and bus operation; and performs related duties as required.

S134 GENERAL SUPERINTENDENT OF TRANSPORTATION, MUNICIPAL RAILWAY--Under general administrative direction: directs the preparation of all operating schedules and supervises the maintenance of such schedules in the transportation service of the unified street railway system of the municipal railway; directs and is responsible for the making of traffic checks and preparing reports thereon; develops operating schedules for unification of street railway system and improvement in transportation service; directs assignment of personnel, sign-ups and work schedules; directs operations of rolling stock for most effective use; supervises disciplinary control over all employees engaged on car and bus operation; and performs related duties as required.

DIVISION T

WELFARE SERVICE

This division includes duties requiring knowledge and experience in the handling of aid to the needy, and social problems such as juvenile and adult delinquency and probation, care of the feeble-minded, problems relating to truancy and indigents, care and custody of juvenile offenders, and other matters of similar character and involving the exercise of independent judgment in the performance of such duties. (For minor duties connected with institutions but not requiring such qualifications, see institutional division; for social service requiring the training of a registered nurse, see nursing division; for the supervision of recreational activities, see recreation division.)

T 1-50--JUVENILE DETENTION SUBDIVISION

T12 SUPERINTENDENT, JUVENILE DETENTION HOME--Under general administrative direction: is responsible for the care and custody of inmates of the Juvenile Detention Home; assigns duties to subordinates; checks the performance of these duties; inspects the building; plans recreation and other activities of inmates; maintains statistical records and reports; is responsible for budget estimates, inventories and expenditures; has charge of purchasing and issuing of supplies; prepares menus and supervises kitchen; looks after physical care and health of children detained; keeps time and payrolls of employees; and performs related duties as required.

T13 ASSISTANT SUPERINTENDENT, JUVENILE DETENTION HOME--Under general direction: assists the superintendent in the care and custody of inmates of the Juvenile Detention Home at night and in the absence of the superintendent acts for him; assigns duties to subordinates; checks the performance of these duties; maintains statistical records and reports; looks after physical care and health of children detained; keeps time of employees; and performs related duties as required.

T20 DIRECTOR OF THE BOYS' RANCH SCHOOL--Under general administrative direction: has charge of and is responsible for the proper administration, operation and maintenance of the Boys' Ranch School; is responsible for the care, custody, guidance, education, and discipline of boys assigned to the Boys' Ranch School; plans their educational work and recreational programs; makes fiscal, progress, and other reports; and performs related duties as required.

T22 ASSISTANT DIRECTOR OF THE BOYS' RANCH SCHOOL--Under general direction: acts as principal assistant to the director of the Boys' Ranch School; conducts the recreational, physical education and craft programs; counsels and guides boys; supervises boys during all programs; administers first aid; in absence of director acts in his capacity; performs clerical duties; and performs related duties as required.

T24 AGRICULTURAL INSTRUCTOR--Under direction: instructs classes in animal husbandry and dairying at the Boys' Ranch School; supervises breeding and care of livestock; supervises and instructs boys in crop planting and harvesting; gives practical demonstrations of subjects taught; assists in counseling and guidance program and in the supervision of boys at all times; performs related duties as required.

T26 RANCH SCHOOL MAINTENANCE MAN--Under general supervision: instructs boys and supervises their activities in the construction, repair, and maintenance of ranch buildings and properties; instructs and supervises boys in janitorial work; assists in general supervision of boys at all times; is responsible for maintenance of tools and equipment of the ranch; and performs related duties as required.

T30 DIRECTOR OF GIRLS' SCHOOL--Under general administrative direction: is responsible for the administration, operation and maintenance of the Girls' School, for the care, custody, guidance, education, and discipline of girls assigned to the Girls' School; plans educational, work, and recreational programs; directs and supervises care of infants and small children assigned to the school; makes fiscal, progress and other reports; performs related duties as required.

T35 GROUP SUPERVISOR--Under direction: supervises and is responsible for the care and custody of children on the premises or properties under the jurisdiction of the Juvenile Court; conducts guidance work and training and programs to improve or maintain the adjustment of the children to their environment; supervises recreational and social life of the children; maintains discipline; is responsible for their care, safety and personal conduct; sees that they are properly bathed and dressed; directs the serving of food; is responsible for cleanliness of the premises used by children; and performs related duties as required.

T 51-100--PROBATION SUBDIVISION

This Subdivision includes both Juvenile and Adult Probation Officers of all grades.

T56 PROBATION OFFICER--Under direction: assumes responsibility for supervision of probationers assigned; investigates social and economic conditions affecting juvenile or adult delinquency and makes reports thereon; or follows up, advises and directs

probationers or wards of the juvenile court, of their parents, to see that the terms and conditions of probation are followed. In the juvenile probation department investigates all matters relating to minors such as marriage, medical care, adoptions, guardianship, abandonment, and divorce complaints filed in court of conciliation. In the adult probation department makes investigations of criminal records and social backgrounds; determines eligibility for probation; supervises and reports progress of probationers to court; makes written reports and recommendations for the court's assistance; and performs related duties as required.

T57 PSYCHIATRIC SOCIAL SERVICE WORKER--Under direction: makes investigations to assist the psychiatrist in determining whether or not mental and emotional maladjustments are factors contributing to juvenile delinquency; follows up, advises and directs probationers to see that the conditions of probation are followed; suggests methods of correcting or reducing mental or emotional maladjustments in the field; and performs related duties as required.

T60 SENIOR PROBATION OFFICER--Under general direction: directs the work of a group of probation officers, interviews delinquents and handles or advises in the handling of difficult or involved delinquency or probationary cases; assigns cases to and supervises work of probation officers; presents reports and recommendations to the court through the chief probation officer; and performs related duties as required.

T60a Senior Probation Officer (Juvenile Court)
T60b Senior Probation Officer (Adult Probation)

T62 SUPERVISOR OF PROBATION SERVICES--Under general administrative direction: assists the Chief Juvenile Probation Officer in supervising field, probation and case work services of the Juvenile Court and all its divisions, including assignment of professional personnel and coordinating their activities; cooperates with private agencies and formulates plans of foster home placement for delinquent children; promotes a program of public relations for the purpose of prevention and treatment of delinquency; directs a staff development program including regular staff meetings, in-service training courses and assists in counseling division supervisors; supervises research and statistics in relation to the probation work; makes report to the court on dependent and neglected children and on valuation of various institutions; prepares and maintains a manual of procedure; and performs related duties as required.

T70 CHIEF ADULT PROBATION OFFICER--Subject to administrative approval: has charge of and is responsible for the proper administration of the adult probation department; directs the activities of the personnel thereof; is responsible for developing methods and policies; formulates plans for rehabilitation of probationers; cooperates with social agencies, law enforcement bodies, and interested persons in programs of crime and delinquency prevention; makes recommendations to the court; makes required reports; keeps required records; and performs related duties as required.

T72 CHIEF JUVENILE PROBATION OFFICER--Subject to administrative approval: has charge of and is responsible for the proper administration of the office of the Juvenile Detention Home and the Boys' Ranch School; directs the activities of the personnel thereof; develops methods and policies to govern the administration of juvenile probation and the disbursement of funds for the maintenance of minors; formulates plans for rehabilitation of probationers; cooperates with social agencies, law enforcement bodies, and interested persons in programs of crime and delinquency prevention; makes recommendations to the court; makes required reports; and performs related duties as required.

T 100-150--COORDINATING COUNCIL SUBDIVISION

T140 DISTRICT COORDINATOR--Under general direction: in an assigned district assists the secretary, coordinating council in carrying out the work of the district councils; recruits community leaders to work with various district councils; assists the various district councils by furnishing data on juvenile delinquency, community relations and organization work; contacts public and private social agencies, civic groups, and others interested in child welfare; makes investigations to determine the incidence and cause of juvenile delinquency; introduces policies and programs approved by the coordinating council to the district councils; and performs related duties as required.

T 151-165--SOCIAL SERVICE SUBDIVISION

T155 MEDICAL SOCIAL SERVICE WORKER--Under general supervision: makes studies of patients' and applicants' social conditions and requirements in relation to their illness or physical handicap; consults with attending physicians in the treatment of patients by interpreting pertinent social factors that may have a bearing on the progress of the case; plans for convalescent care of persons leaving institutions, including securing of relief or referral to proper institutions; confers with social service agencies and public health nurses concerning the care prescribed by the attending physician to the end that the maximum use is made of recommended medical care and future planning; interviews persons responsible for the care of patients; assists in determining ability to pay for such services, materials or appliances as may be prescribed; determines and utilizes other community resources that may benefit the patient in the medical care program; maintains records and statistics; prepares reports and correspondence; and performs related duties as required.

T157 SOCIAL SERVICE WORKER--Under general supervision: investigates requests for public assistance; determines eligibility of applicants for aid, and amount and type of aid needed; plans budgets and assists in rehabilitation when necessary; investigates requests for admission into county institutions; determines eligibility for admission; prepares case records; makes reports in relation to the work; and performs related duties as required.

T160 SENIOR SOCIAL SERVICE WORKER--Under direction: supervises the work of a group of social service workers; approves or disapproves applications for public assistance; approves or disapproves applications for admission to county institutions; adjusts complaints; makes required reports; and performs related duties as required.

T160a Senior Social Service Worker (Public Welfare)
T160b Senior Social Service Worker (Public Health)

T163 DIRECTOR OF PUBLIC WELFARE--Subject to administrative approval: has charge of and is responsible for the proper administration of the public welfare department; plans and directs the activities of the personnel employed in the public welfare department; formulates plans, recommends, and advises the public welfare commission in matters for the betterment of public welfare service; sees that laws and ordinances affecting the public welfare department are enforced, and the rules and regulations of the department are complied with; and performs related duties as required.

T165 DISTRICT SUPERVISOR, SOCIAL WELFARE--Subject to administrative approval: supervises the administration of public assistance and the work of the personnel connected therewith in a major district or districts or supervises a major function or functions of public assistance; recommends procedures and policies for the conduct of the work and sees that such approved policies are carried out; selects, instructs and advises the social service workers in their assignments; prepares reports as required concerning the administration of public assistance; performs other related duties as required.

DIVISION U

WATER SERVICE

This Division includes duties requiring special knowledge and experience in the operation of the municipal water system.

U 1-50--ADMINISTRATIVE SUBDIVISION

The Administrative Subdivision includes those duties involving executive responsibility for the operation of the Water Department as a whole and not merely the direction of a single function.

U44 GENERAL MANAGER AND CHIEF ENGINEER--Subject to administrative approval: has charge of and is responsible for the proper administration of the San Francisco Water Department and for the design, acquisition and construction of all extensions and improvements; is responsible for development of policies to improve the service and promote economy.

U 51-100--WATER SALES SUBDIVISION

This Subdivision includes only duties involving the supervision of water sales, accounts and collections.

U54 SPECIAL COLLECTOR--Under general supervision: makes collections from large commercial water consumers and accounts which have become delinquent; lists accounts collected and balances cash; may shut off water supply in order to enforce payment; may take closing bill reading when property is vacated, or accept application for water service; and performs related duties as required.

U63 CHIEF ADJUSTER--Under direction: supervises and is responsible for the adjustment section of the water department; directs investigations regarding protests of high water bills; deals with the public personally, through correspondence, or on the phone; determines adjustment to be made; supervises the preparation of reports concerning the work of the adjustment section; and performs related duties as required.

U80 ASSISTANT MANAGER, WATER SALES--Under general direction: acts as principal assistant to the manager, water sales, in the administration of the various functions under the jurisdiction of the water sales division; in the absence of manager, water sales, acts in his capacity; and performs related duties as required.

U88 MANAGER, WATER SALES--Under general administrative direction: has charge of and is responsible for the proper administration of the water sales division of the San Francisco water department; coordinates the work of the various subdivisions, such as: collections, accounts, docks and shipping service and supply, closing bills and related branches; directs the work of personnel engaged in such work; and performs related duties as required.

U 101-200--CITY DISTRIBUTION SUBDIVISION

This Subdivision includes the installation, operation, and maintenance of pipes, mains, pumps, reservoirs, purification systems, warehouses, and work shops within the city limits.

U108 COMPRESSOR OPERATOR, PORTABLE--Under supervision: operates portable air compressor and paving breakers, tampers, and clay diggers used in digging and filling street trenches; supervises the work of gun runners and laborers engaged with him on the job; and performs related duties as required.

U112 PIPE CALKER--Under supervision: yarns and calks lead and cement joints; repairs leaks and breaks in water mains; cuts in and makes connections; installs fire-hydrants; and performs related duties as required.

U114 MAIN PIPE FOREMAN--Under general supervision: supervises the work of a group of pipe calkers and laborers in laying mains, repairing breaks and leaks in mains, cutting in and making connections, installing fire-hydrants; and performs related duties as required.

U115 SPECIAL PIPE FABRICATOR--Under general supervision: performs the duties of a pipe welder in repairing, maintaining and laying of water distributing pipes by use of an oxyacetylene torch and welding rods, or by using an arc welding apparatus; prepares templates, etc. to be used in the cutting and welding of pipes, pipe specials, etc.; repairs, maintains or manufactures by welding pipe specials and other related equipment and apparatus of the water distributing system; may supervise the work of a small group of pipe welders; may inspect the welding of pipes both in the manufacture and laying of pipes; and performs related duties as required.

U116 SERVICEMAN--Under supervision: lays and connects service pipes with street main and meter; locates and repairs service leaks; repairs and relocates meters; cleans out choked service pipes; supervises the work of one or two labor assistants;

and performs related duties as required.

U118 SERVICEMAN'S ASSISTANT--Under immediate supervision: assists a serviceman in laying out and connecting service pipes with main and meter; performs unskilled and semi-skilled duties in connection therewith; and performs related duties as required.

U120 GATEMAN--Under general supervision: operates gates of all city mains; makes initial investigation of all complaints involving water leakage; makes temporary repairs; flushes mains; attends second or more alarms of fire and regulates flow of water as directed by fire chief; and performs related duties as required.

U122 CONSUMER'S SERVICEMAN--Under general supervision: shuts off water supply of those delinquent in payment and those who move or discontinue service; collects delinquent bills and deposits for service; turns on water for new service; removes and replaces meters on complaint of insufficiency of supply; and performs related duties as required.

U124 SPECIAL COMPLAINT INSPECTOR--Under direction: investigates complaints of inadequate water supply, objectionable water, pressure condition, disturbing noise in pipes or meters; investigates cause of damage to meters from backflow of hot water or steam, recommends the necessary corrective measures; and performs related duties as required.

U125 HOSEMAN, SHIPS AND DOCKS--Under general supervision: connects meter and hose to supply water shipping; reads meters; makes written reports for billing on forms provided; makes emergency repairs to meters, hose, pier hydrant connections; and performs related duties as required.

U127 WATER SERVICE INSPECTOR--Under direction: makes inspection of all types of water service, water meters, and connections; tests meters; checks reading of meter readers; determines illegal use of water and makes reports thereon; arranges for water service in building construction and street contract work and makes charge therefor; and performs related duties as required.

U128 CHIEF WATER SERVICE INSPECTOR--Under general direction: supervises and assists water service inspectors in the inspection of all water service, water meters and connections; assigns complaints to proper district water service inspector; investigates special cases; makes required reports; supervises work of meter readers and prepares their daily working schedule; directs routing of meter field books; and performs related duties as required.

U130 RESERVOIR KEEPER--Under supervision: patrols and is responsible for policing a reservoir; prevents trespassing and pollution of water supply; controls and regulates water gates; takes water readings and makes report; takes samples and applies chemicals for water treatment; may be required to ride horses and care for same, and operates a launch and automobile; may be required incidentally to maintain grounds and premises of reservoir; and performs related duties as required.

U136 GENERAL FOREMAN, SERVICE AND METERS--Under general direction: regularly plans and directs the work of servicemen and laborers, which groups may be working in different locations; supervises the laying and connecting with street mains and meters and other work in connection with service and meters; keeps record of all work performed; keeps time of subordinates; and performs related duties as required.

U140 GENERAL FOREMAN, MAIN PIPES--Under general direction: has immediate supervision over construction, operation, and maintenance of main pipes, reservoirs, gates and similar equipment of the city distributing system; plans and assigns work for groups of gatemen, calkers, laborers, and others working at different locations; keeps record of location of new pipes, gates, etc.; and performs related duties as required.

U142 ASSISTANT SUPERINTENDENT, CITY DISTRIBUTION--Under general direction: acts as principal assistant to the superintendent city distribution in the administration and execution of work involving all activities of the city distribution division of the San Francisco water department; during absence of superintendent city distribution, acts in his capacity; and performs related duties as required.

U144 SUPERINTENDENT CITY DISTRIBUTION--Under general administrative direction: has charge of and is responsible for all activities of the city distribution division of the San Francisco water department; plans and directs the work involving all construction, operation and maintenance of city water service, pumping plants and reservoirs; and performs related duties as required.

U 201-250--OUTSIDE CITY LIMITS SUBDIVISION

U212 RANGER--Under supervision: performs duties involving irregular and long hours and residence at site of water shed; patrols and is responsible for policing a watershed or other water department lands; prevents trespassing and pollution of watershed and guards against and fights fire; may be required to ride horses and care for them, or to drive an automobile; and performs related duties as required.

U213 SPECIAL AGENT--Under general supervision: supervises patrolmen and rangers, travels throughout a large area of the public utilities properties for the purpose of detecting irregularities in the guarding of the properties either by patrolmen or by other agencies; coordinates activities of patrolmen, rangers, other guarding agencies and the duly constituted police powers in the area; circulates among inhabitants of the area and uses other methods to detect actions which may lead to damage to the properties; and performs other related duties as required.

U227 GENERAL MAINTENANCE FOREMAN--Under general direction: is responsible for maintenance and repairs to reservoirs and dams, pipe lines and valves; fire guards, roads, fences, power lines, phone lines, tunnels, shafts, ditches, flumes, aqueducts; plans and directs the work of several groups of subordinates, which groups may be working at different locations; and performs related duties as required.

U228 METERMAN, COUNTRY--Under general supervision: reads meters, collects and adjusts accounts; installs, replaces, repairs, and tests meters; shuts off and turns on service; and performs related duties as required.

U230 MAINTENANCE FOREMAN--Under direction: supervises the work of laborers and water department workers and other subordinates engaged in the maintenance and repair of flumes, pipes, trestles, roof trusses, fences, roads, bridges, and similar work; and performs related duties as required.

U231 ASSISTANT SUPERINTENDENT, ALAMEDA DISTRICT--Under general direction: acts as principal assistant to the superintendent, Alameda district in the administration of activities of the Alameda district of the San Francisco water department; during absence of superintendent, Alameda district, acts in his capacity; and performs related duties as required.

U232 SUPERINTENDENT, ALAMEDA DISTRICT--Subject to administrative approval: directs all activities in the Alameda district of the San Francisco water department including construction, operation, and maintenance of water services, mains, flumes, tunnels, pumping plants, reservoirs, buildings, lands and roads located in the Alameda district; makes recommendations and required reports; supervises the keeping of necessary records; and performs related duties as required.

U236 ASSISTANT SUPERINTENDENT, PENINSULA DISTRICT--Under general direction: acts as principal assistant to the superintendent, Peninsula district in the administration of all activities of the Peninsula district of the San Francisco water department; during absence of superintendent, Peninsula district, acts in his capacity; and performs related duties as required.

U246 SUPERINTENDENT, PENINSULA DISTRICT--Subject to administrative approval: directs all activities in the Peninsula district of the San Francisco water department which includes construction, operation and maintenance of water service, mains, flumes, tunnels, pumping plants, reservoirs, buildings, lands, and roads, located in the Peninsula district; makes recommendations and required reports; supervises the keeping of necessary records; and performs related duties as required.

DIVISION V

AGRICULTURE SERVICE

This division includes duties requiring special knowledge and experience in the economic and sanitary use of watershed lands.

V30 ASSISTANT SUPERINTENDENT, AGRICULTURE--Under direction: assists in the administration of agricultural activities, including the care of orchards and alfalfa crops, and other crops, and the supervision of sheep and cattle ranges; and performs related duties as required.

V40 SUPERINTENDENT, AGRICULTURE--Under general direction: supervises all agricultural activities on city water lands; directs the growing and marketing of crops on such lands maintained under the direct control of the water department; performs duties in connection with the leasing of lands, including the drawing of leases, the collection of cash and share crop rentals, the maintenance of control of farming operations on lands under share crop lease and the arrangement for the disposition of the city's portion of share crops; maintains records; sees that farming activities do not interfere with the primary use of land for water supply purposes; and performs related duties as required.

DIVISION W

PARK SERVICE

This division includes duties involved in the operation of recreational parks, and exhibit areas.

W 1-50--ADMINISTRATIVE SUBDIVISION

W2 SUPERINTENDENT, PARK DEPARTMENT--Subject to administrative approval: is responsible for the supervision, direction and inspection of the work of all personnel engaged in the construction, operation and maintenance of the park department properties and equipment except the zoological gardens; and performs related duties as required.

W4 ASSISTANT SUPERINTENDENT, PARK DEPARTMENT--Under general administrative direction: is responsible for the supervision, direction and inspection of the work of all personnel engaged in the operation and maintenance of the park maintenance division of the park department, which includes the nurseries, conservatory, arboretum, and botanical gardens; care and maintenance of small parks and squares, and care and maintenance of Golden Gate Park, and its parkway approaches, boulevards, and grounds of the zoological gardens, Fleishhacker Playfield, Marina Park, Palace of Fine Arts grounds, the Golden Gate Park Stadium and baseball fields, and the cleaning and maintenance of buildings and convenience stations therein (except as otherwise provided under the recreation and engineering divisions); during the absence or illness of the superintendent, park department, discharges all of the duties and responsibilities of that position; and performs related duties as required.

W18 SUPERVISOR OF GOLF COURSE MAINTENANCE--Under direction: is responsible for the maintenance of municipal golf courses and bowling greens; plans landscaping and supervises planting on golf courses and bowling greens; assists in the construction, reconstruction, and remodeling of golf courses, and planning new golf courses; and performs related duties as required.

W 101-200--ATTENDANTS SUBDIVISION

W106 RIDES ATTENDANT--Under immediate supervision: operates and attends mechanical riding equipment in the park department playgrounds, such as merry-go-rounds, ferris wheels, miniature railways, etc., collects fares; is responsible for the safety of passengers; keeps grounds clean; and performs related duties as required.

W108 RIDES ATTENDANT HELPER--Under immediate supervision: assists rides attendant in operating and attending rides equipment in the playgrounds of the park department; collects tickets; and performs other related duties as required.

W150 AQUARIUM ATTENDANT--Under supervision: cleans and arranges fish tanks and aquaria; prepares food for fish; feeds fish; cleans and maintains working quarters; collects material for food and for exhibition purposes; and performs related duties as required.

W152 AQUATIC COLLECTOR--Under supervision: collects live specimens for the aquarium by seines, nets and other types of tackle; transports specimens from collection grounds to aquarium; maintains and repairs collecting equipment; such as, nets, seines, etc.; and performs related duties as required.

W 201-250--ZOO SUBDIVISION

W206 ANIMAL KEEPER--Under supervision: feeds and waters an assigned group of animals, birds, or reptiles; observes and reports sickness; treats minor injuries and ailments and regulates diet; bathes and grooms animals; transfers birds or animals from one cage to another; cleans and disinfects cages; makes emergency repairs to cages; answers questions of the public relating to animals; as assigned conducts tours of the zoo; and/or patrols grounds and maintains order; acts as custodian of animals at night; and performs related duties as required.

W208 ASSISTANT HEAD ANIMAL KEEPER--Under general supervision: orders, prepares and issues food for the animals at the zoo; keeps inventory of food, supplies and medicines; performs the duties of head animal keeper in the absence of the head animal keeper; and performs related duties as required.

W209 ANIMAL TRAINER-KEEPER--Under direction: trains and exhibits animals; and in addition performs the duties of an animal keeper; and performs related duties as required.

W210 HEAD ANIMAL KEEPER--Under direction: supervises the work of animal keepers in the care and custody of animals at the zoo; supervises the application of simple medical treatment of animals; inspects animals and cages; assists in planning the construction of new exhibits; maintains inventory of number of species and specimens of animals at the zoo; and performs related duties as required.

W212 DIRECTOR OF THE ZOO--Subject to administrative approval: is responsible for the supervision, direction, and inspection of the work of all personnel engaged in the operation and maintenance of the properties known as the San Francisco Zoological Gardens, except landscaping and maintenance of shrubbery and lawns; and is responsible for the care and custody of the animals therein, and the care and custody of all exhibition animals in the park department; and performs related duties as required.

DIVISION X

LIBRARY SERVICE

This division includes duties requiring knowledge and experience in library techniques.

X 1-10--ADMINISTRATIVE SUBDIVISION

X2 CITY LIBRARIAN--Subject to administrative approval: has charge of and is responsible for the proper administration of the public library department; directs and supervises all library activities.

X 10-50--LIBRARIAN SUBDIVISION

X12 CHIEF LIBRARIAN--Under general administrative direction: is responsible for the administration of all branch libraries, or is responsible for the administration of the main circulating division of the San Francisco public library department; supervises and assigns personnel; makes recommendation for improvements; makes required reports; and performs related duties as required.

X20 HEAD LIBRARIAN--Under general direction and with wide latitude for independent decision and a thorough knowledge of the subject matter involved: performs responsible duties in connection with a library function, e.g.: acts as responsible head of large branch library when such duties involve the supervision of subordinates; has charge of classifying and cataloging of books for the library and the records in connection therewith; has charge of the work of the order division of the library with responsibility for recommendation for book selection; has charge of the work of the music division of the library with responsibility for the records in connection therewith; has charge of the periodical and newspaper divisions of the library and the records in connection therewith with responsibility for recommendation for selection of periodicals and newspapers; has charge of children's division of the library involving supervision and instruction work with children in use of library facilities; may act as a principal assistant to chief librarian; acts as supervisor of reading room at the main library; and performs related duties as required.

X32 REFERENCE LIBRARIAN--Under general administrative direction: is responsible for the administration of the reference division of the San Francisco public library department; supervises general and technical research work; gives reference information and advice; supervises personnel and activities of the main reference room; and performs related duties as required.

X40 SENIOR LIBRARIAN--Under direction: performs duties which involve the knowledge and training of a librarian, and the frequent exercise of independent judgment; is responsible for the administration of a branch library not large enough to warrant employment of full time subordinate librarians; acts as assistant to a head librarian; acts as principal assistant to the chief branch librarian in the distribution of materials to branches; and performs related duties as required.

X42 LIBRARIAN--Under general supervision: performs library work requiring the application of modern library technique; assists readers in making effective use of library facilities; prepares reading lists; assists with technical work in a branch or main library; and performs related duties as required.

X44 STATION KEEPER--Under supervision: has charge of small collection of books located in small school room and open to the public for a limited number of hours; performs elementary library work not requiring training and experience of a librarian; and performs related duties as required.

X 51-100--LIBRARY PAGE SUBDIVISION

X52 LIBRARY PAGE--Under immediate supervision: sorts and returns books to proper places on shelves; runs errands; stamps ownership indication on new books; and performs related duties as required.

X54 HEAD LIBRARY PAGE--Under immediate supervision: directs the work of pages at the main library; sorts and returns books to proper places on shelves; runs errands; stamps ownership indication on new books; and performs related duties as required.

DIVISION Y

MUSEUM SERVICE

This division includes duties requiring special knowledge and skills required in the operation of display museums.

Y2 DIRECTOR, M.H. deYOUNG MEMORIAL MUSEUM--Subject to administrative approval: is responsible for the direction and supervision of the activities and personnel of the M.H. deYoung Memorial Museum; examines and selects material offered as gifts, loans, or for purchase; has charge of the preparation and arrangement of all exhibits; has charge of educational activities of the museum, and participates in lecture programs; does research work on old and modern art; edits Pacific Art Review, catalogs, and other publications of the museum; acts as curator of paintings and sculpture; advises general public in art questions; examines and classifies works of art broughts to the museum; and performs related duties as required.

Y4 DIRECTOR, CALIFORNIA PALACE OF THE LEGION OF HONOR--Subject to administrative approval: is responsible for the direction and supervision of the activities and personnel of the California Palace of the Legion of Honor; examines and selects material offered as gifts, loans, or for purchase; has charge of the preparation and arrangement of all exhibitions; has charge of educational activities of the organization, and participates in lecture programs; edits publications of the museum; does research work, writes articles; acts as curator of painting and sculpture; advises general public in art questions; examines and classifies works of art brought to the museum; and performs related duties as required.

Y6 ORGANIST--Prepares and conducts regular organ recitals at the California Palace of the Legion of Honor.

Y8 CURATOR A--Under general administrative direction: acts as curator in a major field of fine arts, such as painting or sculpture, performing duties requiring highly specialized education and training and authoritative museum or teaching experience; classifies works of art owned by the museum and exhibited as loans; does research work; plans and organizes exhibitions; designs and supervises installations of exhibits; prepares catalogs and publicity; conducts courses, lectures and gallery tours; gives information to the public concerning their collections. May assume administrative duties in the absence of the director or at the request of the director; performs related duties as required.

Y10 CURATOR B--Under general direction: acts as curator in a specialized field of art, such as decorative arts or art appreciation and education, performing duties requiring highly specialized education and training in the specialized field and requiring museum experience; classifies works of art owned by the museum and exhibited as loans; does research work; assists in planning and organizing exhibitions, in designing and supervising installations of exhibits; prepares catalogs and publicity; conducts courses, lectures and gallery tours; gives information to the public concerning their collections; may act as librarian; and performs related duties as required.

Y12 CURATOR C--Under direction: acts as curator in a specialized field of art, such as prints, ancient or medieval arts, or acts as assistant in curatorial activities in other specialized fields of art, performing duties requiring graduate study with specialization in fine arts; assists in the classification of works of art owned by the museum and exhibited as loans; assists in preparing catalogs and arranging loan exhibitions; gives lectures; conducts gallery tours and holds classes; in addition may act as librarian; and performs related duties as required.

Y20 ADMINISTRATIVE ASSISTANT, M.H. deYOUNG MEMORIAL MUSEUM--Under general direction: assists in general administrative work in a museum; schedules and arranges exhibitions; conducts correspondence; handles insurance and shipping matters relating thereto; supervises layout and labeling of exhibits and their storage; may act as a curator in a specialized field; and performs related duties as required.

Y22 RESTORER--Under general direction: is responsible for the care, preservation and repair of work of art; designs and does architectural drafting of floor plans both ordinary and decorative for exhibitions; supervises book-binding, frame making, gilding and other technical processes; acts as curator of the marine department; and performs related duties as required.

Y30 REGISTRAR--Under general supervision: maintains detailed records of all exhibits of the art museum and including the registration of objects in the permanent and loan collections; acknowledges gifts and loans to the museum; processes incoming and outgoing art shipments; compiles historical art data for reports, catalogs, and bulletins; and performs related duties as required.

Y42 CHIEF INSTALLER--Under direction: performs various skilled duties in a museum or aquarium; designs, installs, repairs and builds temporary walls, partitions, aquaria, temporary show cases, lighting fixtures to illuminate works of art in an artistic manner, and other structures needed for exhibitions; collects and handles

exhibition materials received from local sources; supervises maintenance of a museum storeroom and takes necessary measures for preservation of exhibition material; in addition, at the California Palace of the Legion of Honor, supervises packing ahd shipping of art objects; and performs related duties as required.

Y43 CHIEF REPAIRER AND PACKER, M. H. deYOUNG MEMORIAL MUSEUM--Under direction: performs duties requiring a high degree of skill and care in the packing and shipping of art objects; repairs and restores sculpture, frames and objects of decorative art; and performs related duties as required.

Y44 SENIOR MUSEUM TECHNICIAN--Under general supervision: performs various skilled duties in a museum; mounts and mats prints and drawings; assists in the design and preparation of special installation decorations; assists the restorer in the restoration of paintings and other technical processes; prints bulletins, programs, announcements, and similar items; and performs related duties as required.

Y44a Sr. Museum Technician (deYoung)
Y44b " " " (Legion of Honor)

Y46 MUSEUM TECHNICIAN--Under supervision: performs various semi-skilled duties in a museum; assists in the installation of exhibits; or assists in the maintenance of museum storeroom; classifies stored materials and keeps inventory records therefor; or maintains pioneer documents and makes repairs thereto; cares for and mends pioneer costumes; or assists in repair of art objects; does simple bookbinding and mounting of prints; and performs related duties as required.

Y48 PUBLICITY CLERK--Under general supervision and in collaboration with the director and curators: assists in the preparation of publicity materials for the museum; writes and releases material to newspapers, magazines, radios, etc; handles related correspondence; assists in preparing museum publications by performing duties such as lay-out work and proofreading; maintains publicity mailing list and bulletin boards; and performs related duties as required.

Y51 CERAMIST--Under direction: performs duties requiring training and skill in the design and production of pottery and other forms of clay, and in the chemistry of glazes and the compounding thereof; stacks material in kiln and sets up cones; controls temperature of kiln in firing of pottery clay and ceramic glazes; determines quality and color of glaze as to its chemical formula as well as its physical properties; operates and maintains a ceramic kiln; and performs related duties as required.

DIVISION Z

DIVISION OF ELECTIVE OFFICIALS

Z1 MAYOR--Duties and responsibilities as prescribed by charter, ordinance or or other laws.

Z2 CITY ATTORNEY--Duties and responsibilities as prescribed by charter, ordinance or other laws.

Z3 DISTRICT ATTORNEY--Duties and responsibilities as prescribed by charter, ordinance or other laws.

Z4 ASSESSOR--Duties and responsibilities as prescribed by charter, ordinance or other laws.

Z5 PUBLIC DEFENDER--Duties and responsibilities as prescribed by charter, ordinance or other laws.

Z6 SHERIFF--Duties and responsibilities as prescribed by charter, ordinance or other laws.

Z7 TREASURER--Duties and responsibilities as prescribed by charter, ordinance or other laws.

A

Abattoir Inspector N60
Accountant B10
Addressing Machine Operator B302

Administrative Analyst B76.3
Administrative Assistant, Assessor's Office G21
Administrative Assistant, Board of Education B180
Administrative Assistant, Juvenile Court B35
Administrative Assistant, M.H. deYoung Memorial Museum Y20
Administrative Assistant to the Mayor B76.1
Administrative Technician G31
Agricultural Instructor T24
Airport Attendant F51
Ambulance Driver 06
Anaesthetist P204
Animal Keeper W206
Animal Trainer-Keeper W209
Aquarium Attendant W150
Aquatic Collector W152
Architect F108
Architectural Designer F124
Architectural Draftsman F120
Armature Winder E106
Armature Winder's Helper E105
Armorer, R.O.T.C. B380
Asphalt Finisher 0278
Asphalt Worker 0276
Assessor Z4
Assistant Actuary B245
Assistant Chief Engineer, Fire Department H50
Assistant Chief Surgeon, Emergency Hospital L506
Assistant City Architect F111
Assistant City Engineer F4
Assistant City Planner P812
Assistan Clerk, Board of Supervisors B413
Assistant Clinical Technician, Blood Bank L67
Assistant Director of Boy's Ranch School T22
Assistant Director, Bureau of Accounts, Public Utilities Commission B22
Assistant Director, Bureau of Domestic Relations B162
Assistant Director, Bureau of Public Service B55
Assistant Director of Property G204
Assistant Director of Public Health L16
Assistant Director of Public Health Nursing P57
Assistant Director of Public Works B95.1
Assistant Director of Recreational Activities R20
Assistant District Supervisor N53
Assistant Engineer I (Civil) F404a
Assistant Engineer II (Civil) F406a
Assistant Engineer I (Electrical) F404c
Assistant Engineer II (Electrical) F406c
Assistant Engineer I (Mechanical) F404b
Assistant Engineer II (Mechanical) F406b
Assistant Foreman Hydrantman-Gateman 0308
Assistant Head Animal Keeper W208
Assistant Head Gallery Attendant C182
Assistant Manager, Water Sales U80
Assistant Marine Surveyor G18
Assistant Personnel Director G59
Assistant Purchaser of Supplies B366
Assistant Stationery Buyer B358
Assistant Superintendent (Administrative) San Francisco Hospital B37
Assistant Superintendent (Agriculture) V30
Assistant Superintendent (Alameda District) 0231
Assistant Superintendent, Bureau of Sewer Repair 0214
Assistant Superintendent, City Distribution U142
Assistant Superintendent, Juvenile Detention Home T13
Assistant Superintendent, Laguna Honda Home L8
Assistant Superintendent, Medical, Laguna Honda Home L9
Assistant Superintendent, Medical, San Francisco Hospital L2
Assistant Superintendent, Park Department W4
Assistant Superintendent, Peninsula District 0236
Assistant Superintendent, Recreation Department R3

Assistant Superintendent of Airport Operations F60
Assistant Superintendent of Auditorium C2
Assistant Superintendent of Maintenance and Repair of Public Buildings..... A8
Assistant Superintendent of Nursing, San Francisco Hospital P110
Assistant Superintendent of Plant E117
Assistant Superintendent of Transportation, Municipal Railway S130
Assistant Supervisor of Restaurants and Playgrounds R23
Assistant Supervisor of School Janitors C111
Assistant to the City Librarian B423
Assistant to the Director, California Palace of the Legion of Honor B425
Assistant to the Director, M. H. deYoung Memorial Museum B424
Associate City Planner F810
Athletic Attendant R54
Attorney, Civil K4
Attorney, Criminal K54
Audiometer Technician L602
Auto Fender and Body Worker M60
Auto Machinist M54
Auto Mechanic M53
Autopsy Surgeon L502

B

Bacteriological L52
Bacteriologist L56
Bailiff D2
Baker I7
Battalion Chief, Fire Department H40
Batteryman Electrician E104
Blacksmith M108
Blacksmith Finisher M107
Blockbook Draftsman B242
Blueprinter B325
Boiler Inspector M158
Boilermaker M156
Boilermaker's Helper M154
Bookkeeper B4
Bookkeeping Machine Operator B311
Book Repairer J54
Bracemaker M255
Braille Typist B510
Bricklayer A56
Building Appraiser G8
Building Inspector A106
Bus Dispatcher M72
Business Manager, Department of Public Health B36
Business Manager, Public Welfare Department B25
Business Manager, Recreation Department B32
Bus Operator S106
Butcher I22

C

Cabinet Maker A180
Cable Splicer E156
Calculating Machine Operator B308
Camp Assistant R101
Camp Manager R102
Captain Q80
Captain, Fire Department H30
Captain, Salvage Corps H208
Captain of Watch D65
Car and Auto Painter A364
Car Cleaner C1041
Carpenter A154
Cartographer and Art Designer F256
Cashier A B108
Cashier B B105
Cashier C B103
Cement Finisher A204
Cement Finisher's Helper A202
Ceramist Y51
Chauffeur O1
Checkroom Attendant C103
*Chef I16
Chief Abattoir Inspector N63
Chief Adjuster U63
Chief Administrative Officer B51
*Chemist, Sewage Treatment Plant L115

Chief Adult Probation Officer	T70
Chief Assistant Assessor	G20
Chief Assistant Clerk of the Board of Supervisors	B88
Chief Assistant Controller	B21
Chief Assistant Purchaser of Supplies	B368
Chief Attorney, Civil	K12
Chief Attorney, Criminal	K62
Chief Building Appraiser	G11
Chief Clerk	B68
Chief, Department of Electricity	F366
Chief Dietitian	L206
Chief, Division of Fire Prevention and Investigation	H42
Chief, Division of Public Health Education	L19
Chief, Division of Tuberculosis Control	L375
Chief, Division of Venereal Disease Control	L376
Chief Electrical Inspector	E8
Chief Emergency Hospital Steward	P4
Chief Fire Dispatcher	E54
Chief Food and Sanitary Inspector	N70
Chief Installer	Y42
Chief Juvenile Probation Officer	T72
Chief Land Appraiser	G5
Chief Librarian	X12
Chief Nurseryman	076
Chief of Party	F610
Chief Operating Engineer	0172
Chief Personal Property Appraiser	G17
Chief Plumbing Inspector	A416
Chief Repairer and Packer, M.H. deYoung Memorial Museum	Y43
Chief Surgeon, Emergency Hospital	L508
Chief Telephone Operator	B458
Chief Valuation Engineer	F706
Chief Water Service Inspector	U128
Chief's Operator, Fire Department	H10
City Architect	F112
City Attorney	Z2
City Engineer	F10
City Librarian	X2
City Planning Assistant	F814
City Planning Delineator	F804
Civil Service Examiner	G58
Claims Investigator	S114
Clerk of the Board of Supervisors	B90
Clinical Laboratory Technician	L55
Clinical Technician, Blood Bank	L66
Compensation Claims Adjuster	G110
Compressor Operator, Portable	U108
Conductor	S102
Confidential Secretary to the Assessor	B99
Confidential Secretary to the Mayor	B74
Confidential Secretary to the Sheriff	B98
Consultant Bacteriologist	L64
Consulting Actuary	B83
Consulting Wage Rate Analyst	G65
Consumers' Complaint Investigator	N420
Consumers' Serviceman	U122
Controller	B20
Cook	I12
Cook's Assistant	I10
Coroner	N10
Coroner's Chief Investigator	N8
Coroner's Investigator	N4
Cost Analyst	B11
Counter Attendant	I52
County Clerk	B169
County Agricultural Commissioner	N156
Court Room Clerk	B152
Crew Chief, San Francisco Airport	F52
Cribber	A155
Criminologist	Q63
Curator A	Y8
Curator B	Y10
Curator C	Y12
Curator, Children's Museum	R118
Custodian, Coit Tower	C162
Custodian of Voting Machines	B355

Dairy and Milk Inspector	N64
Day Dispatcher	S120
Dental Hygienist	L152
Dentist	L156
Detention Hospital Bailiff	D5
Dietitian	L202
Dining Room Steward	I58
Director, Bureau of Accounts, Public Utilities Commission	B23
Director, Bureau of Child Hygiene	L368
Director, Bureau of Delinquent Revenue	B91
Director, Bureau of Domestic Relations	B163
Director, Bureau of Licenses	B89
Director, Bureau of Personnel & Safety, Public Utilities Commission	G90
Director, Bureau of Public Service	B54
Director, Bureau of Purchase and Use Tax	B91.1
Director, California Palace of the Legion of Honor	Y4
Director, M. H. deYoung Memorial Museum	Y2
Director of Accounts & Records, Assessor's Office	B120
Director of Bureau of Communicable Diseases	L371
Director of Dental Bureau	L160
Director of Finance and Records	B95
Director of Girls' School	T30
Director of Institutional Nursing	P122
Director of Planning	F800
Director of Property	G206
Director of Public Health	L18
Director of Public Health Nursing	P58
Director of Public Welfare	T163
Director of Public Works	F2
Director of Recreational Activities	R22
Director of Service, Assessor's Office	B235
Director of the Boy's Ranch School	T20
Director of the Zoo	W212
District Attorney	Z3
District Coordinator	T140
District Director of Street Cleaning	J108
District Supervisor, Food Housing	N54
District Supervisor, Social Welfare	T165
Division Right of Way Agent	G202
Division Superintendent, Municipal Railway	S128
Draftsman (Civil)	F102a
Draftsman (Electrical)	F102c
Draftsman (Mechanical)	F102b
Dressing Room Maid	C101
Dryer-Mixer Man	0252

E

Electrical Inspector	E4
Electrical Railway Shop Mechanic	E200
Electric Arc Welder	J162
Electrician	E108
Elevator Mechanic	E130
Elevator Operator	C52
Emergency Hospital Steward	P2
Emergency Hospital Surgeon	L504
Engineer (Civil)	F410a
Engineer (Electrical)	F410c
Engineer (Mechanical)	F410b
Engineer of Fire Engines	H15
Engineer of Hoisting and Portable Engines	0152
Engineering Analyst	F407
Engineering Chemist	L114
Executive Secretary, Chief Administrative Officer	B97
Executive Secretary to the Controller	B417
Executive Secretary to the Manager of Utilities	B77
Executive Secretary to the Mayor	B76

F

Farmer	052
Farmer Sub-Foreman	051
Fingerprint Technician	Q65
Fire Dispatcher	E52
Fireman, Fire Department	H2

Fireman, Salvage Corps	H202
Flatwork Ironer	I152
Food Chemist	L104
Food Chemist's Assistant	L102
Foreman Armature Winder	E106.1
Foreman Asphalt Finisher	0282
Foreman Asphalt Plant	0254
Foreman Auto Machinist	M55
Foreman, Building and Grounds	054
Foreman Car and Auto Painter	A366
Foreman Carpenter	A160
Foreman Cement Finisher	A206
Foreman Electrical Railway Shop Mechanic	E208
Foreman Electrician	E108.1
Foreman Gardener	060.1
Foreman Glazier	A254
Foreman Hydrantman-Gateman	0310
Foreman Instrument Maker	M264
Foreman Janitor	C108
Foreman Lineman	E160
Foreman Machinist	M268
Foreman Meter Repairer	M266
Foreman Painter	A357
Foreman Power House Electrician	E107.1
Foreman Recreational Activities	R130
Foreman School Janitor	C106.2
Foreman Stockman	J80
Foreman Tree Topper	057.1

G

Gallery Attendant	C180
Garage Foreman	M56
Garageman	J66
Gardener	058
Gateman	U120
General Claims Agent, Municipal Railway	G102
General Clerk	B222
General Clerk-Stenographer	B408
General Clerk-Typist	B512
General Foreman, Car and Auto Paint Shop	A370
General Foreman Carpenter	A161
General Foreman Cement Finisher	A208
General Foreman Electrical Railway Shop Mechanic	E210
General Foreman Electrician	E111
General Foreman Lineman	E161
General Foreman Machinist	M2
General Foreman, Main Pipes	U140
General Foreman of Street Repair	0294
General Foreman Painter	A358
General Foreman Plumber	A408
General Foreman, Service and Meters	U136
General Foreman, Sewer Connections and Repairs	0208
General Foreman Sheet Metal Worker	A460
General Foreman Steamfitter	A506
General Foreman Trackman	J168
General Maintenance Foreman	U227
General Manager and Chief Engineer	U44
General Manager, Municipal Railway Bureau	85
General Storekeeper	B354
General Superintendent of Shops	M8
General Superintendent of Streets	F220
General Superintendent of Track and Roadway, Municipal Railway	F414
General Superintendent of Transportation, Municipal Railway	S134
Glazier	A252
Governorman	E120
Granite Cutter	0268
Griddle Cook	I11
Group Supervisor	T35

H

Harbormaster	C160
Head Animal Keeper	W210
Head Attorney (Civil)	K10
Head Attorney, Criminal	K60
Head Clerk	B234
Head Gallery Attendant	C184
Head Jail Matron	D54

Head Keeper	D154
Head Librarian	X20
Head Library Page	X54
Head Lifeguard	R108
Head Nurse	P104
Head Nurse Specialist	P212
Head Porter	I210
Head Seamstress	I256
Head Washer	I172
Hearing Reporter	B422
Hodcarrier	A52
Horticultural Inspector	N154
Hoseman, Ships and Docks	U125
Hostler	J70
Housekeeper	I60
House Mother	I122
House Officer	L354
Housing and Industrial Inspector	N204
Hydrantman-Gateman	0304

I

Insecticide Spray Operator	059
Inspector, Municipal Railway	S110
Inspector of Automotive Equipment	M70
Inspector of Fire Department Apparatus	H152
Inspector of Motor Vehicles	Q25
Inspector of Public Works Construction	F202
Inspector of Weights and Measures	N354
Instructor in Occupational Therapy	I302
Instructor, Municipal Railway	S60
Instructor of Nursing	P304
Instrument Maker	M260
Instrument Man	F606
Interne	L352
Investigative Reporter	N422
Investigator, District Attorney's Office	N12
Investigator of Venereal Diseases	L660
*Inspector, Tax Collector's Office	G153

J

Jailer	D60
Jail Matron	D52
Janitor	C104
Janitress	C102
Junior Attorney, Criminal	K52
Junior Chef	I14
Junior City Planning Assistant	F816
Junior Draftsman	F100
Junior Engineer (Civil)	F401a
Junior Engineer (Electrical)	F401c
Junior Engineer (Mechanical)	F401b
Junior Operating Engineer	0166.1
Junior Water Purification Engineer	F523
Jury Commissioner, Municipal Court	B85

K

Keeper	D152
Key Punch Operator, Remington Rand	B309a
Key Punch Operator, I.B.M.	B309
Kitchen Helper	I2

L

Laborer	J4
Labor Foreman	J12
Labor Sub-Foreman	J10
Land Appraiser	G2
Landscape Architect	F110
Laundress	I154
Law Clerk	B160
Leatherworker	0108
Legal Stenographer	B410
Librarian	X42
Library Page	X52
Lieutenant	Q60

Lieutenant, Fire Department H20
Lieutenant, Salvage Corps H206
Life Guard R110
Life Guard Watchman R111
Line Inspector E2
Lineman E154
Lineman Helper E150
Locker Room Aide R52
Locksmith A302

M

Machine Tool Operator M253
Machinist M254
Machinist's Helper M252
Main Pipe Foreman U114
Maintenance Chief, San Francisco Airport F50
Maintenance Foreman U230
Manager Airport Department F62
Manager and Chief Engineer, Bureau of Light, Heat and Power F372
Manager and Chief Engineer, Hetch Hetchy Bureau F9
Manager of Utilities F1
Manager, Water Sales U88
Managing Director, War Memorial B96
Marine Engineer of Fire Boats H110
Marine Fireman of Fire Boats H102
Marine Surveyor G19
Marker and Distributor I164
Market and Food Inspector N56
Market Master B230
Matron, Swimming Pool R112
Mayor Z1
Medical Laboratory Assistant L72
Medical Record Librarian B237
Medical Social Service Worker T155
Meterman, Country U228
Meter Reader B247
Meter Repairman M265
Molder M112
Molder's Helper M110
Morgue Ambulance Driver 08
Morgue Attendant I106
Motor Boat Operator 0158
Motorman S104
Moving Picture Operator 0104
Mower Maintenance Man J64
Multigraph Operator B306
Museum Technician Y46

N

Night Supervisor P111
Nurseryman 080
Nutritionist L208

O

Office Assistant B210
Opera House Attendant C252
Operating Engineer 0168.1
Operating Room Nurse P208
Optometrist L252
Orderly I115
Organist Y6

P

Painter A354
Pastry Cook I6
Patternmaker A156
Paver 0264
Pay Roll Machine Operator B301
Personnel Assistant G51
Personnel Director G60
Personnel Director and Secretary, Civil Service Commission G62
Personnel Officer, Department of Public Health G80
Pharmacist L304

Phonographic Reporter	B420
Photographer	B330
Photographer, Police Department	Q62
Photostat Operator	B327
Physician	L360
Physician Specialist	L364
Physiotherapist	L70
Pilot of Fire Boats	H120
Pipe Calker	U112
Plasterer	A392
Playground Director	R56
Plumber	A404
Plumbing Inspector	A412
Policeman	Q2
Police Patrol Driver	Q30
Policewoman	Q20
Porter	I204
Porter Foreman	I208
Porter Sub-Foreman	I206
Power Electrician	E107
Power House Operator	E122
Principal Attorney, Civil	K8
Principal Attorney, Criminal	K58
Principal City Planner	F801
Printing and Stationery Buyer	B360
Probation Officer	T56
Property Auditor, Assessor's Office	G15
Psychiatric Social Service Worker	T57
Psychologist	L404
Public Administrator	B173
Public Defender	Z5
Public Health Educator	L20
Public Health Engineer	F408
Public Health Nurse	P52
Public Service Assistant, Mayor's Office	N404
Public Service Director, Mayor's Office	N403
Publicity Clerk	Y48
Purchaser of Supplies	B374

R

Radio Maintenance Man	E110
Ranch School Maintenance Man	T26
Range Master	Q28
Ranger	U212
Recorder	B81
Reference Librarian	X32

R

Registered Nurse	P102
Registrar	Y30
Registrar of Voters	B66
Research Assistant	G32
Reservoir Keeper	U130
Resident Physician	L357
Restorer	Y22
Rides Attendant	W106
Rides Attendant Helper	W108
Rigger-Groundman	J91
Rodent Controlman	J74
Roentgenologist	L458
Rope Cable Splicer	J92

S

Scenic Artist	A359
Sealer of Weights and Measures	N358
Seamstress	I254
Secretary, Retirement System	B82
Secretary, Art Commission	B57
Secretary - Attendant, Grand Jury	B87
Secretary, Board of Permit Appeals	B61
Secretary, Board of Trustees, M.H. deYoung Memorial Museum and California Palace of the Legion of Honor	B71
Secretary, Board of Trustees, War Memorial	B59
Secretary, City Planning Commission	B78
Secretary, Co-ordinating Council	B69

Secretary, Fire Commission	B67
Secretary, Health Service Board	B79
Secretary, Library Commission	B72
Secretary, Park Commission	B70
Secretary, Public Utilities Commission	B60
Secretary, Public Welfare Commission	B419.1
Secretary, Recreation Commission	R2
Senior Accountant	B14
Senior Addressing Machine Operator	B304
Senior Anaesthetist	P206
Senior Architectural Draftsman	F122
Senior Attorney, Civil	K6
Senior Attorney, Criminal	K56
Senior Bacteriologist	L58
Senior Bookkeeper	B6
Senior Bookkeeping Machine Operator	B312
Senior Butcher	I24
Senior Cadet Student Nurse	P101
Senior City Planner	F803
Senior Claims Investigator	S115
Senior Clerk	B228
Senior Clerk-Stenographer	B412
Senior Clerk-Typist	B516
Senior Draftsman (Civil)	F104a
Senior Draftsman (Electrical)	F104c
Senior Draftsman (Mechanical)	F104b
Senior Electrical Railway Shop Mechanic	E202
Senior Emergency Hospital Steward	P3
Senior Engineer (Civil)	F412a
Senior Engineer (Electrical)	F412c
Senior Engineer (Mechanical)	F412b
Senior Food Chemist	L106
Senior Horticultural Inspector	N155
Senior Inspector	S122
Senior House Officer	L356
Senior Inspector, Tax Collector's Office	G154
Senior Inspector of Weights and Measures	N356
Senior Instructor of Nursing	P306
Senior Investigator, District Attorney's Office	N11
Senior Law Clerk	B164
Senior Librarian	X40
Senior Medical Record Librarian	B238
Senior Museum Technician	Y44
Senior Operating Room Nurse	P210
Senior Orderly	I120
Senior Personnel Assistant	G52
Senior Pharmacist	G306
Senior Power House Operator	E124
Senior Probation Officer	T60
Senior Psychologist	L406
Senior Social Service Worker	T160
Senior Tabulating Machine Operator, I.B.M.	B310.1
Senior Tabulating Machine Operator, Remington Rand	B310.1a
Senior Teller	B104
Senior Water Chemist	L132
Senior X-Ray Technician	L456
Sergeant	Q50
Serviceman	U116
Serviceman's Assistant	U118
Sewer Cleaner	O210
Sheet Metal Worker	A456
Sheriff	Z6
Social Service Worker	T157
Sorter	I158
Special Agent	U213
Special Civil Service Examiner	G54
Special Collector	U54
Special Complaint Inspector	U124
Special Counsel, Water Service	K16
Special Instructor, Municipal Railway	S56
Special Nurse	P103
Special Officer	D6
Special Pipe Fabricator	U115
Stage Carpenter	A165
Stage Electrician	E109
Stage Hand	C109
Stage Property Man	A170
Starcher	I156
Starter, Park Department	R132
Station Keeper	X44
Statistician	B239
Steamfitter	A504

Stockman	J78
Storekeeper	B352
Street Car Operator (Female)	S103
Street Lighting Inspector	N102
Sub-Foreman Asphalt Finisher	0280
Sub-Foreman Auto Machinist	M57
Sub-Foreman Book Repairer	J56
Sub-Foreman Electrical Railway Shop Mechanic	E206
Sub-Foreman Garageman	J68
Sub-Foreman Gardener	060
Sub-Foreman Window Cleaner	C204
Superintendent, Agriculture	V40
Superintendent, Alameda District	U232
Superintendent, Bureau of Building Inspection	F560
Superintendent, Bureau of Sewer Repair	0216
Superintendent, City Distribution	U144
Superintendent, Hassler Health Home	L363
Superintendent, Juvenile Detention Home	T12
Superintendent, Laguna Honda Home	L10
Superintendent, Machine Shop and Equipment, Utilities	M270
Superintendent of Airport Operations	F61
Superintendent of Auditorium	C4
Superintendent of Cable Machinery	0173
Superintendent of Equipment	M20
Superintendent of Equipment and Overhead Lines	M6
Superintendent of Jail	D66
Superintendent of Laundry, Laguna Honda Home	I174
Superintendent of Laundry, San Francisco Hospital	I178
Superintendent of Maintenance and Repair of Public Buildings	A10
Superintendent of Nursing, Hassler Health Home	P112
Superintendent of Nursing, Isolation Division	P116
Superintendent of Nursing, Laguna Honda Home	P118
Superintendent of Plant	E116
Superintendent of Power and Lines	M22
Superintendent of Power House	E128
Superintendent of San Francisco Hospital	L6
Superintendent of Transportation, Municipal Railway	S132
Superintendent, Park Department	W2
Superintendent, Peninsula District	U246
Superintendent, Recreation Department	R4
Superintendent, Sewage Treatment Plant	F527
Supervising Building Appraiser	G10
Supervising Construction Inspector	A110
Supervising Director	R58
Supervising Inspector, Bureau of Fire Investigation	H44
Supervising Land Appraiser	G4
Supervising Personal Property Appraiser	G16
Supervising Physician, Blood Bank	L359
Supervisor Airport Services	F58
Supervisor, Ambulatory Inmates	I112
Supervisor, Budget Statistics	B26
Supervisor, Bureau of Accounts, Department of Public Works	B34
Supervisor, Equipment and Supplies	B382
Supervisor, General Audits	B28
Supervisor of Accounts and Reports	B27
Supervisor of Activities	R106
Supervisor of Arboretum and Botanical Research	074
Supervisor of Athletics	R105
Supervisor of City Physicians	L362
Supervisor of Construction, Roads and Paths	0360
Supervisor of Disbursements	B8
Supervisor of Examinations	G592
Supervisor of Golf Course Maintenance	W18
Supervisor of Grounds	061
Supervisor of Janitors	C110
Supervisor of Maintenance	070
Supervisor of Maintenance and Repair of School Buildings	A6
Supervisor of Maintenance and Repair, Hetch Hetchy Properties	A12
Supervisor of Opera House Attendants	C251
Supervisor of Payrolls	B56
Supervisor of Personnel Property Records, Assessor's Office	B101
Supervisor of Probation Services	T62
Supervisor of Real Property Records, Assessor's Office	B100
Supervisor of Restaurants and Playgrounds	R24
Supervisor of Schedules	S124
Supervisor of Street Cleaning	J112
Supervisor of Street Repair	0298
Supervisor of Training	G59.3
Supervisor of Tree Planting	075
Supervisor, Public Health Nursing	P54
Supervisor, School Janitors	C112

Supervisor, Tabulating and Reproduction Bureau, Purchasing Department B310.3
Supervisor, Tabulating Division B310.4

Supervisor, Utilities Audits B30
Surveyors Field Assistant F604
Swimming Instructor R114
Switch Repairer J156

T

Tabulating Machine Operator B310
Tabulating Machine Operator, Remington Rand B310a
Tax Collector B93
Teamster, Two-Horse Vehicle 0116
Telephone Operator B454
Teller B102
Tile Setter A62
Tissue Technician L53
Toxicologist L110
Track Foreman J166
Trackman J152
Track Welder J160
Traffic Checker F654
Tree Topper 057
Tumblerman I167
Typewriter Repairman 0130

U

Under Sheriff B84
Usher, Mayor's Office B213

V

Veterinarian N62
Voting Machine Adjuster B305

W

Waiter I56
Waitress I54
Warehouse and Probate Estates Appraiser G151
Water Chemist L130
Washer I170
Watchman C152
Water Purification Engineer F524
Water Service Inspector U127
Window Cleaner C202
Window Shade Worker 0122
Wire Fence Erector A651
Working Foreman Car Cleaner C105
Working Foreman Janitor C107
Working Foreman School Janitor C106.1
Wringerman I166
Writ Server D102

X

X-Ray Technician L452